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ANNUAL REPORT

Labor Relations and Research Center

Amherst-Worcester-Boston

FISCAL YEAR ENDING JUNE 30, 1968

University of Massachusetts

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I.

APPROPRIATIONS

Fiscal Year	Total Appropriation
1966-1967	$153,508
1967-1968	$170,896

II.

PERSONNEL

1966-1967	1967-1968
Director	Director
Asst. Directors (2)	Asst. Directors (2)
Field Representative	Field Representative
	Research Staff Assistant
Principal Clerk	Principal Clerk
Senior Clerk-Steno	Senior Clerk, Steno
Senior Clerk-Steno (Boston Office)	Senior Clerk-Steno (Boston Office)
	Junior Clerk-Typist (5/68) (Worcester Office)
Librarians (2) (part-time)	Librarians (2) (part-time)
Research Assistant (student, part-time)	Research Assistants (2) (students, part-time)
Clerical Assistant (student, part-time)	Clerical Assistants (3) (students, part-time)

III.

STUDENTS: GRADUATE AND EXTENSION

A. Majors (M. S. in Labor Studies Program):

SEMESTER	NO. OF STUDENTS
1st (September 1967)	22
2nd (February, 1968)	21

B. Courses Taught by LRRC Staff: Academic, Graduate Level

COURSE	NO. OF STUDENTS	CREDITS	TOTAL SCH*
LR 710, Seminar - Prof. Friedman***	8	3	24
LR 764, Gov't of Unions- Prof. Friedman	11	3	33
LR 777, Public Sector - Prof. Friedman**	18	3	54
Econ 744, Labor Stat. - Prof. Seligman	18	3	54
TOTALS	55	--	165

* Student Contact Hours
** Course completed by Prof. Thomas Love (Economics Dept.) following the illness of Professor Friedman, March-May, 1968.
*** Professor Seligman was on leave July 1-January 15 to fulfill the obligation of a Guggenheim Fellowship.

C. Labor Education Extension: July 1967 through June 1968

Total registered participants = 3,072

Total different programs = 59

IV.

PROFESSIONAL ACTIVITY

A. Publications

Ben B. Seligman, Director

Books:

Permanent Poverty: An American Syndrome. Chicago: Quadrangle Books. 1968. 238 pages.

Principales Corrientes de la Cienca Economica Moderna. Barcelona: Oikos Tau S. A. Ediciones. 1967. 961 pp. (Spanish translation of Main Currents in Modern Economics.)

Contributing Author:

E. Quinn and P. J. Dolan, eds., The Sense of the Sixties. New York: Free Press. 1968. pp. 415-432 (on automation).

J. Larner and I. Howe, eds., Poverty: Views from the Left. New York: William Morrow. 1968. pp. 107-123 (on poverty).

Americana Annual, 1968. New York: Encyclopedia Americana. 1968. p. 98 (on automation).

Encyclopedia Americana. New York: Grolier Society. 1968. Vol. 7, pp. 238-40 (on collective bargaining).

A. Montaner, ed., Geschichte der Volkswirtschaftslehre. Cologne: Kilpenhauer and Witsch. pp. 191-216 (on Alfred Marshall).

Articles:

"The Poverty of Aging", Dissent, March-April, 1968, pp. 138-146.

"The High Cost of Eating", Commentary, July, 1967, pp. 48-52.

Reviews:

The Myth of the Machine by Lewis Mumford, Progressive Magazine, September, 1967. pp. 46-48.

The Impact of the Social Sciences by Kenneth E. Boulding, Journal of Economic Issues, June, 1967, pp. 107-109.

Publications, Ben B. Seligman (continued):

Reviews (continued):

Retraining the Work Force by Ida R. Hoos, Monthly Labor Review, Sept. 1967, p. 77.

Papers:

"Automation and the Retail Worker", International Confederation of Commercial Clerical and Technical Employees, Washington, D. C., October 24, 1967.

"Business Men, The American Revolution and the Constitution", Association for Evolutionary Economics, Washington, D. C., December 27, 1967.

"Three Per Cent Growth" (comment), American Economic Association, Washington, D. C., December 29, 1967.

"The Quality of Modern Economics", Iowa State University Graduate Economics Seminar, Ames, Iowa, April 10, 1968.

"Extension Programs at Labor Centers" (comment) International Industrial Relations Association, Chicago, Illinois, May 17, 1968.

Harvey L. Friedman, Assistant Director

Contributing Author:

Encyclopedia Americana. New York: Grolier Society, 1968: Vol. 4, pp. 386-387 (on Boycott, Charles C. and on Boycott); Vol. 6, p. 353 (on checkoff); Vol. 7, p. 98 (on closed shop); p. 400 (on Commons, John R.) pp. 454-455 (on company union); p. 497 on Conboy, Agnes C.

Articles:

"Labor Relations, National and Local--Analyzed", Daily Hampshire Gazette, Northampton, Mass., January 29, 1968, p. 39.

"The Collective Movement of Teachers", Trend, Vol. IV, No. 3 (Spring, 1968), pp. 12-19.

Milton Brooke, Researcher

Book: (Editor and Contributing Author) Growth of Labor Law in the United States, U. S. Department of Labor, Washington, D. C., 1967, 311 pp.

Article: "Extending the Frontiers of Protective Labor Legislation", in Labor Today, March-April, 1968, pp. 12-15.

B. Contract Research Grants Sponsored by LRRC:

FUNDED:

1. Trade Unions and the Youthful Offender

Continuation and completion of training project funded by Department of Health, Education and Welfare to involve trade unionists in programs relating to problems of the youthful offender.

$43,931:terminated March 15, 1968. Prin. Invest., Robert E. Stanfield
Dept. of Sociology

2. Trade Unions and Poverty in New England

Training project funded by Office of Economic Opportunity to train trade unionists in community action programs.

$287,766:initial grant to terminate June 30,1968.
Prin. Invest., Ben B. Seligman
Dir. LRRC

3. National Manpower Policies in O.E.C.D. Countries

Research grant funded by Manpower Administration, U. S. Dept. of Labor to report on manpower policies in O.E.C.D. countries.

$22,854:one year Prin. Invest., Solomon Barkin
Dept. of Economics

4. Planning Grant

Funded by U. S. Dept. of Labor to develop undergraduate curricula for class instruction and field work in the study of problems of disadvantaged persons.

$5,000:3 months Prin. Invest., Ben B. Seligman
Dir. LRRC

APPLICATIONS:

1. Inter-union Pre-retirement Training Program

Application to Administration on Aging, U. S. Dept. of Health, Education and Welfare to develop pre-retirement programs on an inter-union basis.

$142,243:3 years. Prin. Invest., Harvey L. Friedman
Asst. Dir., LRRC

2. Planning Grant

Application to Administration on Aging, U. S. Dept. of Health, Education and Welfare to develop an interdisciplinary program encompassing research and action programs in all areas of aging.

$31,820:1 year Prin. Invest., John O'Rourke
Dept. of Sociology

C. Faculty Research Funded*by LRRC:

Profs. Robert Doherty and Milton Cantor, History Dept. "Industrial Growth and Human Behavior in Mass. Factory Towns" (extension of previous grant)	$ 650.00
Prof. Arthur E. Carlisle, Management Department "Study of Confederation of National Trade Unions--Canada"	$3,500.00
Prof. Ewald Feit, Government Department "Communist Penetration of Trade Unions: A Case Study of the South African Congress of Trade Unions"	$3,000.00
Prof. Vaclav Holesovsky, Economics Department "Labor and the Economic Reform in Czechoslovakia"	$1,800.00
Julia Blodgett, History Department First of three grant years for "Oral History Project"	$5,200.00
Profs. Curt Tausky and Eugene Piedmont, Soc. Dept. "The Meaning of Work" (extension of funds not expended in previous grant year)	$1,500.00
TOTAL	$15,650.00

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*N.B: The figures listed are the amounts of the original research grants. Failure to receive sufficient departmental funds forced curtailment of project expenses in some cases, resulting in a total expenditure of $8700 to meet commitments in this area which could not be withdrawn.

D. University Committees

Ben B. Seligman, Director:

University Long-Range Planning Committee
Committee on Continuing Education
Urban Studies Committee
Economics Dept. Ph.D. Committee
Economics Dept. Recruiting Committee (Labor Studies only)

Harvey L. Friedman, Assistant Director

Faculty Committee on Faculty Affairs
University Broadcasting Council
Advisory Council to Ad Hoc Committee on Economic Education
Committee on Gerontology
Committee on University Law School
Committee on Urban Affairs

E. Professional Activities: Paper (P); Speaker (S); Attended (A)

Professor Seligman: (on leave July 1-January 15)

July 16,	1967	Consultant to RCIA Convention (A)
Aug. 16,	1967	Summer Institute, Goddard College (S)
Aug. 21,	1967	Visitation Team at Western N. E. College, Springfield (A)
Sept. 3- 8,	1967	International Industrial Relations Association, Geneva, Switzerland (P)
Oct. 5,	1967	Mass. State Labor Council Convention, Boston (S)
Oct. 24,	1967	World Congress, International Confederation of Commercial Clerical and Technical Employees, Washington, D.C. (P)
Oct. 26,	1967	Consultant, Joint Commission on Mental Health for Children, Washington, D.C. (A)
Nov. 18-20,	1967	Oral History Conference, Arden, New York (A)
Nov. 26,	1967	Training Session, OEO Project, Northampton (S)
Nov. 29-Dec. 2,	1967	Convocation, "Science and the University", University of Illinois (A)

Professor Seligman (continued):

Dec. 12,	1967	Greenfield Community College Public Seminar (S)
Dec. 20-21,	1967	Joint Commission on Mental Health for Children, N.Y. (A)
Dec. 27,	1967	Association for Evolutionary Economics (P) Washington, D. C.
Dec. 29,	1967	American Economic Association, Wash., D.C. (S)
Jan. 7- 8,	1968	Joint Commission on Mental Health for Children, Cambridge (A)
Jan. 14,	1968	Training Session, OEO Project, Northampton (S)
Feb. 3,	1968	Univ. of Virginia Extension Program, Charlottesville (S)
Feb. 8,	1968	Joint Commission on Mental Health for Children, Cambridge (A)
Feb. 9,	1968	LOWE Program, Grad. Faculty, New School for Social Research, N. Y. (A)
Feb. 28,	1968	Smith College Science Seminar, Northampton (S)
Feb. 29,	1968	Joint Commission on Mental Health for Children, Cambridge (A)
Mar. 15,	1968	Joint Commission on Mental Health for Children, Cambridge(A)
Mar. 21,	1968	Joint Commission on Mental Health for Children, Cambridge (A)
Mar. 21,	1968	Honors Colloquium, Landscape Architecture, Amherst (S)
Mar. 27,	1968	Joint Commission on Mental Health for Children, Washington, D. C. (A)
April 8,	1968	Joint Commission on Mental Health for Children, Cambridge, Mass. (A)
April 10,	1968	Iowa State Univ., Grad. Economics Seminar, Ames, Iowa (P)

Professor Seligman (continued):

April 17,	1968	Conference on State Labor Standards, Boston (S)
April 18,	1968	Univ. of Virginia, Special Labor Program (S)
April 28-29,	1968	Joint Commission on Mental Health for Children, Cambridge (A)
May 7,	1968	Consulting on Mass. Tax Sharing, Boston (A)
May 16,	1968	Labor Center Directors Meeting, Chicago (A)
May 17-18,	1968	Discussant, International Industrial Relations Association, Chicago (S)
May 27,	1968	Amherst Regional High School (S)
May 28,	1968	Western Mass. Economic Education Council, Amherst (A)
June 10,	1968	Univ. of Virginia, Special Course on Labor, Charlottesville (S)
June 12,	1968	Brooklyn College Commencement, N. Y.-- Award Recipient (A)
June 15, to end of fiscal year	1968	Latin America-O.A.S. Mission to Latin American Universities (A)

Professor Friedman:

Aug. 8,	1967	Advisory Committee on Fact Finding, Commission of Arbitration and Mediation, Cambridge (A)
Aug. 20-25,	1967	National A.F.G.E. Institute, Univ. of Wisconsin, "Contract Negotiation"; "Trade Union Administration" (S)
Sept. 1,	1967	OEO Staff Training Meeting, Amherst "How to Run a Meeting" (S)
Sept. 7,	1967	Western Mass. Council, U. P. P., Agawam, "The Labor Relations and Research Center" (S)
Sept. 11,18,25,	1967	W. Springfield Municipal Association, "Contract Negotiation" (S)

Sept. 15,	1967	West Virginia Labor Center, "Collective Bargaining for State Employees" (P)
Sept. 22,	1967	WFCR Radio Interview with Bill Kemsley, "The OEO Trade Union Leadership Training Program", Amherst (S)
Oct. 3- 4,	1967	Mass. State Labor Council, AFL-CIO Convention, Boston (A)
Oct. 10,	1967	Hampshire County Business and Professional Women's Club, "What is a Professional?" (S)
Oct. 11,	1967	Advisory Committee on Fact Finding, Com. of Arbitration and Mediation, Cambridge (A)
Oct. 23-24,	1967	ULEA Executive Board-National AFL-CIO Education Directors Meetings, Washington, D. C. (A)
Oct. 25,	1967	Three Educational Seminars, School of Education, "Teacher Collective Bargaining", Amherst (S)
Oct. 27-28,	1967	OEO Seminars, Vermont, "Anti-Poverty Programs" (S)
Oct. 29-30,	1967	OEO Seminars, Maine, "Anti-Poverty Programs" (S)
Nov. 4,	1967	Legislators Day, Amherst (A)
Nov. 6,	1967	Meeting with OEO staff, Amherst (A)
Nov. 8,	1967	Meeting of Board of Directors, Mass. Consumers Association (A)
Nov. 29,	1967	OEO Conference, Northampton, "Anti-Poverty Programs" (S)
Nov. 30,	1967	IBTW Conference, "Telephone Workers Collective Bargaining", Amherst (S)
Dec. 11,	1967	SCTE, Gardner (S)
Dec. 12,	1967	Amherst Kiwanis Club, "Public Sector Collective Bargaining in Amherst" (S)
Dec. 14,	1967	ULEA Public Employees Collective Bargaining Meeting, New York (A)
Dec. 28,	1967	OEO Advisory Council meeting, Boston (A)

Jan. 4,	1968	S.C.T.E. Conference, Gardner (S)
Jan. 10,	1968	Marks Meadow PTA, "Teacher Collective Bargaining", Amherst (S)
Jan. 13,	1968	Pioneer Valley AFL-CIO Conference, Springfield (A)
Jan. 26-27,	1968	OEO classes, Northampton (S)
Jan. 29-30,	1968	ULEA Regional Meetings, Penn.State University, Phillipsburg, Pa. (A)
Feb. 9,	1968	Task Force on Collective Bargaining, Mass. Board of Education
Feb. 26,	1968	Three Educational Seminars, School of Education, "Teacher Collective Bargaining", Amherst (S)
May 1,	1968	WFCR Interview with Marcos Munoz, "Migratory Labor Problems" (S)
May 10,	1968	Task Force on Collective Bargaining, State Board of Education, Boston (A)
May 21,	1968	Local #1358, AFT, Amherst (S)
May 23,	1968	Boston IRRA Meeting (A)
May 24,	1968	Task Force on Collective Bargaining, Boston (A)
June 28,	1968	Task Force on Collective Bargaining, Boston (A)

Mr. Cass:

July 18,	1967	Meeting of the Mass. Rehabilitation Commission Boston (A)
July 19,	1967	Meeting with Under Secretary of Housing and Urban Development, Wash., D.C. (A)
July 28,	1967	Meeting with the Dept. of H.E.W., Washington Rep., Boston (A)
Sept. 7,	1967	Catholic Labor Guild, Advisory Council Meeting, Boston (A)

Mr. Cass (continued):

Sept. 9,	1967	North Shore Labor Council, Lynn, "Labor and Education" (S)
Sept. 10, 11, 13	1967	New England Center for Continuing Education Conference, Portsmouth, N. H. (A)
Sept. 15,	1967	Meeting with National AFL-CIO on O.E.O. Grant Program, Boston (A)
Sept. 20,	1967	AFL-CIO Conference on Rehabilitation and Health, Boston (A)
Sept. 21,	1967	Meeting of the Mass. Rehabilitation Commission, Boston (A)
Oct. 3, 4, 5, 6,	1967	Mass. State Labor Council, AFL-CIO Convention, Boston (S)
Oct. 19, 20,	1967	OEO Grant Program Session, Northampton, "Poverty" (S)
Oct. 21, 22, 23,	1967	OEO Grant Program Session, Connecticut, "Poverty" (S)
Oct. 31,	1967	Meeting with National AFL-CIO on OEO Grant Program, Boston (A)
Nov. 2,	1967	School of Journalism, Boston Univ., Boston (S)
Nov. 3,	1967	Northeastern University, Government Dept., "State Government & Legislative Procedures," Boston (P)
Nov. 4,	1967	Legislators Day, U. of M., Amherst (A)
Nov. 15,	1967	Commonwealth Service Corps Advisory Council Meeting, Boston (A)
Nov. 30,	1967	OEO Grant Session, Northampton (A)
Dec. 18,	1967	United Farm Workers, AFL-CIO, Boston (A)
Jan. 5,	1968	Meeting of the Massachusetts Rehabilitation Commission, Boston (A)
Jan. 9,	1968	Commonwealth Service Corps Advisory Council on Migrant Workers, Boston (A)
Jan. 11,	1968	OEO Grant Program Session, Northampton, "Poverty" (S)

Mr. Cass (continued):

Jan. 25,	1968	OEO Grant Program, Northampton "Poverty" (S)
Feb. 3,	1968	Lynn Central Labor Council, "The Poverty Problem", Lynn (S)
Feb. 9,	1968	Northeastern University, Government Dept., "State Government," Boston (P)
Feb. 19,	1968	National Maritime Union, Boston, "Labor History" (S)
Feb. 21,	1968	Commonwealth Service Corps Advisory Council Meeting, Boston (A)
Mar. 15,	1968	Government Dept., Simmons College, "Continuing Education" (S)
Mar. 22,	1968	Interviewing Candidate for Government Research Department, Boston (A)
Mar. 23,	1968	B.S.E.I.U. #509, "Improving Collective Bargaining through Legislation", Boston (S)
Mar. 23,	1968	Mass. Young Democrats, "Labor in Politics", Boston (P)
Mar. 25,	1968	Roger Snow of the University of Maine Labor Center, on Labor Center Programs, Boston (A)
Mar. 27,	1968	Bryant and Stratton College, Boston, 2 Classes on "White Collar Employees" (P)
Mar. 28,	1968	Onboard, New Bedford, "Poverty Programs" (A)
Mar. 28,	1968	B.S.E.I.U. #509, Salem, "Improving Collective Bargaining through Legislation" (S)
April 24,	1968	Commonwealth Service Corps, Advisory Council (A)
April 26,	1968	Groton High School, 5 classes on "Labor History" (S)
May 7,	1968	Consulting, Mass. Tax Sharing, Boston (A)

Mr. Cass (continued):

May 22,	1968	Commonwealth Service Corps, Advisory Council, Boston (A)
May 24,	1968	Executive Committee Meeting, Board of Trustees, Univ. of Mass., Boston (A)
June 25,	1968	Meeting, Scholarship Committee of ILGWU, Boston (A)
June 26,	1968	Mass. Board of Education, Advisory Council Meeting, Newton (A)

Mr. Lanzilli:

July 12,	1967	I.U.E. Conference, Granby (S)
July 31,	1967	Joint OEO and CAP meeting, Amherst (A)
Sept. 7,	1967	Conference of Western Mass. U.P.P. Exec. Officers, Agawam (S)
Oct. 4- 6,	1967	Mass. State Labor Council, AFL-CIO Convention, Boston (A)
Oct. 19,	1967	OEO Training Program, Northampton (A)
Oct. 20,	1967	Arbitration Conference, U. of Mass. (A)
Oct. 25,	1967	Forrest Heckman Testimonial, Swansea (S)
Nov. 15,	1967	West Springfield Municipal Employees Association (S)
Nov. 29,	1967	OEO Training Conference, Northampton (A)
Jan. 15,	1968	West Springfield Cafeteria Workers Conference (S)
Jan. 17,	1968	Juvenile Delinquency Conference, Worcester County House of Correction (S)
Mar. 11,	1968	United Papermakers and Paperworkers conference, Pittsfield (S)
April 22-24,	1968	University Labor Education Association meetings, St. Louis (A)

Mr. Lanzilli (continued):

May 7,	1968	Shrewsbury Teachers Association Conference, Sponsored by Mass. Teachers Association, Shrewsbury (S)
May 22,	1968	Brockton Cafeteria Workers meeting, Brockton (S)
June 5,	1968	Meeting of Worcester State Hospital Employees Representatives (A)
June 5,	1968	Local meeting, United Papermakers and Paper workers, Pittsfield (S)

Mr. Brooke:

Oct. 21,	1967	Exec. Board Meeting, Mass. State Labor Council, AFL-CIO, "Legislative Proposals to Improve Workmen's Compensation", Boston (S)
Dec. 27-29,	1967	IRRA Annual Meeting, Washington (A)
April 16-17,	1968	N. E. Conference on Labor Law Administration, Boston (S)
June 17-21,	1968	No. American Conference on Labor Statistics, Richmond, Virginia (A)

F. Other Professional Activities

Professor Seligman:

Federal Research:

Consultant, Office of Juvenile Delinquency, Dept. of H.E.W., "Youthful Offender Project"
Principal Investigator, OEO New England Trade Union Training Project

Professional Memberships and Offices:

Secretary-Treasurer, Association for Evolutionary Economics

Trustee, Western Mass. Economic Education Council

Other Professional Activities (continued)

Professor Seligman (cont'd):

Field Reader, Office of Education, Dept. of H.E.W.

Member, University Labor Education Association

Professor Friedman:

Federal Research:

Consultant, Office of Juvenile Delinquency, Dept. of H.E.W., "Youthful Offender Project"
Consultant, OEO New England Trade Union Training Project

Professional Memberships and Offices:

Member, Industrial Relations Research Association

National Secretary-Treasurer, University Labor Education Association

Member, Martin Luther King Social Action Committee

Director, Massachusetts Consumer Association

Member, Committee on Social Action, Mass. Conference on Social Welfare

Member, Committee on Labor Management Relations, Boston Bar Association

National Vice President, Workers Education Local #189, American Federation of Teachers

Member, Consumer Affairs Sub-committee, Democratic Advisory Council

Member, Ad Hoc Advisory Committee to State Board of Conciliation and Arbitration

Member, Task Force on Collective Bargaining, Massachusetts State Board of Education

Mr. Cass:

Federal Research:

Consultant, Office of Juvenile Delinquency, Dept. of H.E.W., "Youthful Offender Project"
Consultant, OEO New England Trade Union Training Project
Member, Advisory Council, Dept. of H.E.W. Mass. State Board of Education, E.S.E.A., Title III Project

Other Professional Activities (continued)

Mr. Cass (continued):

Professional Memberships and Offices:

Vice Chairman, Secretary of the Commonwealth's Blue Ribbon Panel on Campaign Expenditures

Member, University Labor Education Association

Special Adviser to Secretary of State Relative to Voting Procedures with the Commonwealth of Massachusetts

Member, Executive Board, Massachusetts Council for Public Schools

Member, Advisory Council, Anti-Poverty Program, Commonwealth Service Corps

Member, Executive Board, Alexander Hamilton Home and School Association, Boston

Member, Advisory Council, Catholic Labor Guild

Member, Advisory Council of the Boston Public Schools Office of Program Development

Chairman, Sub-Committee on Elementary Schools

Member, Massachusetts Rehabilitation Commission Advisory Committee in the Planning of Workshops and Rehabilitation Facilities Project

Member, Scholarship Award Committee, ILGWU

Mr. Lanzilli:

Professional Memberships:

Member, University Labor Education Association

Member, Workers Education Local #189, American Federation of Teachers

Mr. Brooke:

Professional Memberships:

Member, Industrial Relations Research Association

Member, University Labor Education Association

G. Awards

Professor Seligman:

John Simon Guggenheim Memorial Foundation Fellow (continuation of award). (1967-1968)
Brooklyn College Distinguished Alumnus Award of Honor, June 12, 1968

H. LRRC Colloquia

Dr. Herbert Striner, Economist	May 7, 1968
Samuel Angoff, Esq., Labor Attorney	Dec. 4, 1967

V.

ACCOMPLISHMENTS

During fiscal 1968, work at the Labor Relations and Research Center was intensified and expanded despite problems engendered by personnel and budgetary considerations.

Extension

During the year the labor education service was able to reach some 3,072 participants, achieving gratifying progress in several respects. It should be noted that the program has extended in terms of size, reaching an increasing number of unions not previously served. In addition to the latter, numerous courses continue to develop as a result of earlier LRRC programs.

Further expansion of the program may be noted in terms of the kinds of subjects which have developed. In addition to the popular stewards and officers training courses in union administration; contract administration and negotiation; grievance procedure and grievance handling; and conduct of union meetings, several unions have expressed interest in areas beyond these "tool" subjects. Economics of industry and prefabrication and new trends in the building trades are examples of courses relating to concern over technology in specific trades. One of the most frequently requested courses continues to develop in the area of work measurement and job evaluation. Several unions requested courses in new departures in health and welfare provisions, especially development of the Medicaid and Medicare programs. Other groups expressed interest in areas of social concern, especially urban and suburban problems.

As in the past, a large number of courses were conducted for employees in the public sector, primarily in the area of interpretation of the various collective bargaining laws and their implementation. One new field of activity in this connection has been development of programs for federal government employees.

One result of the addition of new and extended course areas has been the necessity for increased use of specialists as ad hoc instructors for the courses, which often run for one or two days a week, for a period of six to eight weeks. Faculty of the University and others have been most cooperative when called upon in this capacity. Among attorneys frequently called upon to lecture have been Messrs. Albert Goldman, Robert Manning, Stephen Domesick and others from the law firm of Angoff, Goldman, Manning and Pyle, as well as Attorneys Arthur Flamm, Harold Roitman, Richard Coleman, and Arbitrators Mark Santer and Arnold Zack. They have taught some of the basic "tool" courses in areas of contract negotiation and enforcement, arbitration, parliamentary procedure, and grievance procedure,

where their special competence in the legal implications of these processes is of prime importance.

Instruction in the complex area of work measurement systems was provided during the past year by Mr. Hector Cameron, noted industrial engineer, and Dr. Charles James, Chairman of the University of Rhode Island Department of Industrial Engineering, as well as Professor Stephen Michael of the University of Massachusetts School of Business Administration. Courses in public speaking were conducted by Professor William K. Price, and Mr. C. Richard Orr of the University of Massachusetts Speech Department, as well as by Dr. John Lawton, Chairman of the Speech Department at Boston College.

In the area of encouraging new types of labor-management exposure, all-day conferences including representatives of both labor and management have proven to be both popular and mutually beneficial. The New England Arbitration Conference and Teacher Collective Bargaining Conference are examples of jointly sponsored programs which have been established on a continuing basis each year.

Keynote speakers at statewide and regional conferences included many distinguished specialists in labor-related fields. A panel discussion at the third annual arbitration conferende included Professor Archibald Cox of Harvard Law School, Professor Robert L. Stutz of the University of Connecticut, Professor Donald J. White of Boston College and Arbitrator Saul Wallen. Keynote speaker for the conference was Bert L. Luskin, President of the National Academy of Arbitrators. The Teacher Collective Bargaining Conference included among its speakers Dr. Joseph Cronin of Harvard University and keynote speaker Joseph Murphy, Exec. Vice President of the American Arbitration Association.

A one-day conference on Social and Welfare Programs in Massachusetts, conducted for the Massachusetts State Labor Council, AFL-CIO, included among its speakers Professor Robert Keeton of Harvard Law School and State Senator Beryl Cohen. Instructors for the week-long Leadership Training and Labor Relations Seminar of the International Association of Fire Fighters included such distinguished guests as Arvid Anderson, Chairman, New York City Board of Collective Bargaining and Allen Weisenfeld, Secretary, New Jersey Board of Mediation.

The geographical distribution of labor education extension programs indicates the statewide acceptance and participation in this area of the Center's activity. The opening of the third Labor Center office in Worcester this year provides additional direct contact in that area, complementing the Amherst and Boston programs in terms of service on a statewide basis, and aiding in efforts to meet the continued high demand for these programs.

The staff of the LRRC awaits eagerly the completion of the new Lincoln Campus Center, offering special modern facilities for conferences,

institutes and workshops. Although there have been numerous requests for summer institutes and conferences, we have sought to postpone such programs until adequate on-campus facilities are available.

Degree Program

The number of students in the degree program totalled 21 during fiscal 1968 (nineteen fully matriculated and two special part-time students). In June 1968, eight students graduated with Master of Science in Labor Studies degrees; a ninth student received his degree in January, 1968. Inquiries during the year reached 85 from all sections of the country. For September, 1968, 10 students have been admitted to the program. If all report in the fall to commence their studies, the total will be 20 full-time, 1 part-time.

Changes in the curriculum for the M. S. In Labor Studies degree have been made which envisage (1) increase in the number of credits required from 36 to 42; (2) introduction of a required course in Manpower Development; (3) reduction to one optional course in the core curriculum; (4) six credits to be added for a Research Practicum. In the latter, students will work with the Labor Relations and Research Center's Staff Researcher, Milton Brooke, under the supervision of the Director.

All first-year students were placed in summer internships as part of their degree program. Internship placement and supervision is administered by Professor Friedman, through direct contact with international and national unions, government agencies and research projects. Previous LRRC interns in all three areas have established the success of this portion of the academic program, which affects both the relationships of the LRRC with the unions and agencies involved and the important area of placement for graduates of the program. Almost without exception, students are considered for jobs with the organizations with which they serve in the summer.

Second-year M. S. in Labor Studies students are required to participate in the labor education extension program as part of their field work. Individual students assigned to Messrs. Cass, Friedman and Lanzilli were involved in various phases of the planning, development of materials and, in some cases, instruction of courses and conferences. Staff evaluations of the work of students under their supervision, which become part of the permanent record of work toward the degree, indicate an increased number of graduates who show both interest and ability in the labor education field. Practical application of academic skills is afforded in the field work portion of the program. This will be expanded, if possible, next year to include assignment of students to work directly with staff of unions throughout the state.

Research

Contracts for both research and training are regularly explored. The Juvenile Delinquency Project funded by Health, Education and Welfare at a total of $121,955 for an 18-month period was successfully completed during

the year. The final report was well received in Washington. The New England OEO Training Project funded at $287,766 continues. The LRRC was asked by the AFL-CIO and New England Labor Council to apply for refunding for another year at about a level of $204,000. The Pre-Retirement Training proposal submitted to the Administration on Aging has been well received but has not yet been funded due to budgetary constraints in Washington. It is hoped that funding will be forthcoming early in fiscal 1969.

Professor Solomon Barkin, research associate in the LRRC, is principal investigator for a research project on manpower policies, funded by the Department of Labor in the amount of $22,854. This project is sponsored by the Labor Center. While Professor Barkin is developing several other proposals of a research nature under the aegis of the Center, a planning grant has been received to develop a study of undergraduate training, funded by the Coalition on Youth of the Department of Labor.

Meanwhile, the Center staff has been cooperating with other departments and units on campus moving toward the development of research and training in gerontology. Professor John O'Rourke of the Department of Sociology is working on a proposal for a planning grant from Health, Education and Welfare to develop an interdisciplinary institute on gerontology.

The section on contract research grants (p. 6) indicates faculty research grants which have been made. All faculty research projects are moving forward and publishable materials have been forthcoming. In addition, the Center, in cooperation with the History Department, is continuing to develop its Oral History project, which will be concerned with Labor History in Massachusetts.

There are as yet three research associates: Professors Stanley Young (School of Business Administration), Curt Tausky (Sociology) and Solomon Barkin (Economics), a noted manpower specialist, who joined the Economics faculty in February 1968. As previously indicated, the research associates will consult with the Labor Relations and Research Center and undertake research on behalf of the Center.

Library

With the employment of two skilled librarians on a part-time basis, much progress has been made in organizing the Labor Relations and Research Center library, housed in Draper Hall. Expansion of the physical space for the library is anticipated.

VI

LABOR EDUCATION
EXTENSION PROGRAMS

July 1, 1967 - June 30, 1968

A.F.S.C.M.E., Summer School, week-long institute, "The Labor Movement in Public Employment", August 13-18, 1967. Registrants, 21. Mr. Friedman

A.F.T., Springfield, "Training Building Representatives," September 5, 1967. Registrants, 55. Mr. Friedman

WEST SPRINGFIELD MUNICIPAL ASSOCIATION, 6-week course, "Collective Bargaining and the Law", September 11-October 16, 1967. Registrants, 12. Mr. Lanzilli

U.P.P. #882, Pittsfield, 8-week course, "Job Incentive and Job Evaluation", September 12-October 24, 1967. Registrants, 19. Mr. Lanzilli

S.C.T.E., Mass. Federation, one-day conference, "The Collective Bargaining Law--Your Rights and Responsibilities", Sept. 16, 1967. Registrants, 20. Mr. Friedman

I.U.M.S.W.A. #5, Quincy, 6-week course, "Contract Administration", September 18-October 23, 1967. Registrants, 30. Mr. Cass

I.U.E. #257, Lynn, 7-week course, "Work Measurement", "Measured Day Work", September 27-November 8, 1967. Registrants, 21. Mr. Cass

BUILDING SERVICE EMPLOYEES #254, 6-week course, "Stewards' Training", October 10-November 21, 1967. Registrants, 27. Mr. Cass

PRINTING PRESSMEN'S SPECIALTY UNION, one-day conference, "Contract Negotiation Techniques and New Departures in Health and Welfare", October 15, 1967. Registrants, 26. Mr. Cass

SOCIAL STUDIES TEACHERS OF GREATER LYNN--"Teaching Labor Relations in the High School", October 18, 1967. Registrants, 35. Mr. Friedman

THIRD REGIONAL ARBITRATION CONFERENCE, U. of Mass., one-day conference, October 20, 1967. Registrants, 270. Mr. Friedman

U.P.P., New England District Council, one-day conference, "Grievance Handling", "Parliamentary Procedure", October 29, 1967. Registrants, 42. Mr. Cass

LABORERS #999, Springfield, 3-week course, "Stewards' Role in the Construction Industry", November 7-21, 1967. Registrants, 41. Mr. Cass

A.F.G.E., Quincy, 2-day course, "Grievance Procedure and How to Use It," November 9-10, 1967. Registrants, 55. Mr. Friedman

MASSACHUSETTS STATE COUNCIL OF MACHINISTS & AEROSPACE WORKERS, 2-day conference, "Urban and Suburban Problems", November 18-19, 1967. Registrants, 27. Mr. Cass

Extension Programs

FIRE FIGHTERS, Boston, State-wide conference, "Collective Bargaining and the Fire Fighter", November 25, 1967. Registrants, 65. Mr. Friedman

A.F.T.E. #142, Lynn, 6-week course, "The Union Contract", November 13-December 18, 1967. Registrants, 23. Mr. Cass

I.B.T.W., International Union, one-day conference, "Techniques of Negotiation", November 30, 1967. Registrants, 81. Mr. Lanzilli

TEACHER COLLECTIVE BARGAINING CONFERENCE, state-wide, one-day conference, December 2, 1967. Registrants, 260. Mr. Friedman

MASS. ASSOCIATION OF OCCUPATIONAL THERAPISTS, Framingham, "Collective Bargaining for the Professional", December 19, 1967. Registrants, 35. Mr. Friedman

STEELWORKERS #2431, #3746, #3932, Everett, 8-week course, "Contract Administrations", November 29, 1967 - January 17, 1968. Registrants, 16. Mr. Cass

NORTHAMPTON BUILDING TRADES, 9-week course, "Public Speaking and Parliamentary Procedure", November 30, 1967 - February 8, 1968. Registrants, 10. Mr. Cass

S.C.T.E., Mt. Wachusett Community College, 6-week course, "Union Administration in the Public Sector", December 7, 1967 - January 25, 1968. Registrants 16. Mr. Lanzilli

FIRE FIGHTERS, U. of Mass., 5-day conference, "Leadership Training and Labor Relations Seminar", January 15-19, 1968. Registrants, 238. Mr. Friedman

UTILITY WORKERS UNIONS, South Shore, 6-week course, "Contract Administration in the Utility Industry", January 11 - February 8, 1968. Registrants, 17. Mr. Cass

BUILDING TRADES UNION, Northampton, 1 evening course, "Labor History", January 8, 1968. Registrants, 35. Mr. Cass

GREENFIELD COMMUNITY COLLEGE LABOR PROGRAM, 6-week course, "Leadership Training", February 8 - March 21, 1968. Registrants, 115. Mr. Friedman

I.U.E. #201, Lynn, Two 12-week courses, morning and afternoon sessions, "Contract Clauses", "Coordinated Bargaining", "Economics of Industry", January 16 - April 12, 1968. Registrants, 38. Mr. Cass

S.C.T.E., Gardner, Berkshire Community College, 5-week course, "Union Administration, Rights and Responsibilities", January 22 - February 19, 1968. Registrants, 9. Mr. Lanzilli

A.F.G.E., Fitchburg, Worcester & Framingham, 1-day course, "The Shop Steward", January 29, 1968. Registrants, 13. Mr. Friedman

A.F.G.E., Lawrence, 6-week course, "Building the Union", February 5 - March 11, 1968. Registrants, 42. Mr. Friedman

I.U.E. #220, E. Longmeadow, 8-week course, "Advanced Steward Training and Job Evaluation", February 5 - March 26, 1968. Registrants, 17. Mr. Friedman

Extension Programs

I.U.E. #206, Springfield, Two 8-week courses, "Stewards Leadership Training", February 7 - March 27, 1968. Registrants, 22. Mr. Friedman

R.W.D.S.U., Attleboro Joint Board, 6-week course, "Contract Enforcement", February 15-March 21, 1968. Registrants, 13. Mr. Cass

R.W.D.S.U., Taunton, 6-week course, "Contract Administration", February 13-March 19, 1968. Registrants, 20. Mr. Cass

U.P.P., Holyoke, 2-day conference, "Leadership Training Institute", February 29-March 1, 1968. Registrants, 39. Mr. Friedman

MASSACHUSETTS STATE LABOR COUNCIL, Boston, one-day seminar, "Social and Welfare Programs in Massachusetts", February 29, 1968. Registrants, 364. Mr. Cass

I.L.G.W.U., Boston, 6-week course, "Your I.L.G.W.U. Contract", March 13 - April 10, 1968. Registrants 34. Mr. Cass

U.P.P., Groton, 6-week course, "Pension, Health, and Welfare Programs", March 14-April 18, 1968. Registrants, 24. Mr. Cass

I.B.T.W., Locals 7 & 8, University of Maine, two-day Leadership Seminar, March 8-9, 1968. Registrants, 30. Mr. Lanzilli

B.S.E.I.U., Local #509, Boston, Salem State College, "Social Workers Collective Bargaining Conference, I, II."
Boston, March 23, 1968. Registrants 35. Mr. Friedman
Salem State College, March 28 & 29, 1968. Registrants, 12. & Mrs. Fifield

UTILITY WORKERS, #369, Boston, 5-week course, "Contract Procedures", April 3-May 1, 1968. Registrants, 23. Mr. Cass

I.L.G.W.U., SOUTHERN N. E. DISTRICT SPRING INSTITUTE, Lenox, 3-day Institute, "Medicaid", "Medical Problems of Alcohol, Cigarettes & Drugs", March 29 - 31, 1968. Registrants, 194. Mr. Cass

I.B.T.W., Quinsigamond Community College, "Tools and Techniques of Bargaining", April 3 - May 15, 1968. Registrants, 15. Mr. Lanzilli

I.U.E., Locals #250, #294, #223, Palmer, "Stewards and Officers Leadership Training", April 1 - May 6, 1968. Registrants, 25. Mr. Lanzilli

NEW BEDFORD & CAPE COD LABOR COUNCIL - OEO PROGRAMS, Southeastern Mass. Tech. Inst., April 27, 1968. Registrants, 50. Mr. Cass

I.A.M. #38, Lodge #1790, Hyde Park, 5-week course, "The Contract and Its Meaning", April 15 - May 13, 1968. Registrants, 37. Mr. Cass

I.A.M. #264, #2119, #1050, UM Boston; 5-week course, "The Contract and Its Meaning", April 23 - May 21, 1968. Registrants, 25-30. Mr. Cass

Extension Programs

INTERNATIONAL BROTHERHOOD OF BOILERMAKERS #1851, Spaulding, 6-week course, "Leadership Training", April 29 - June 3, 1968. Registrants, 23. Mr. Friedman

RUBBER WORKERS #573, Canton, 3-weeks (2 days each), "Incentive Measurement", April 30 & May 1, May 7 & 8, May 14 & 15, 1968. Registrants, 12. Mr. Cass

I.L.G.W.U., Boston, 6-week course, "Public Speaking", May 1 - June 5, 1968. Registrants, 20. Mr. Cass

UTILITY WORKERS, #431, Bradford Durfee Tech., 5-week course, "Contract Enforcement", May 2-28, 1968. Registrants, 20-25. Mr. Cass

UTILITY WORKERS, #369, UM Boston, 6-week course, "The Steward's Role in the Contract", May 6 - June 10, 1968. Registrants, 24-30. Mr. Cass

S.C.T.E., Cambridge, Lynn, Brockton, Methuen, North Andover, Lawrence, 5-week course, "Municipal Union Administration", May 9 - June 13, 1968. Registrants, 15. Mr. Lanzilli

A.F.S.C.M.E. Council #45, UM Boston, 6-week course, "The Steward's Role in Labor Relations", May 14 - June 18, 1968. Registrants, 25-30. Mr. Cass

UNITED RADIO, ELECTRICAL & MACHINE WORKERS OF AMERICA #205, Ashland, 6-week course, "Union Leadership Training", May 21,- June 25, 1968. Registrants, 24. Mr. Lanzilli

I.A.M.#1836, Mass. Bay Commercial College, Waltham, "The Contract and Its Meaning", June 4 - June 25, 1968. Registrants, 20. Mr. Cass

WESTERN MASS. BLDG. TRADES, U. of Mass., Amherst, "Labor Law and the Building Tradesman", June 22, 1968. Registrants, 24. Mr. Cass

NO. SHORE LABOR COUNCIL--OEO & ITS PROGRAMS, Lynn, June 13, 1968. Registrants, 45. Mr. Cass

MASS.STATE COUNCIL OF I.A.M., Quincy, 1-day seminar, "Arbitration", June 22, 1968. Registrants, 47. Mr. Cass

VII. FUTURE PLANS AND NEEDS

The Labor Relations and Research Center program has developed along the lines specified in the "founding memoranda" of May 1964 and February 1965. Further, opportunity has arisen which may provide for development of the undergraduate concentration specified in these memoranda. Of course, adequate development of this program requires requisite staffing within the Center.

Pressing needs in the extension program were partially met with the addition of a Field Representative for the Labor Education Extension Service who has been placed in Worcester in order to enhance the functioning of this aspect of the program. With increases in the Extension Staff and a greater workload stemming from this area, it becomes essential to provide "backup" staff in the form of a materials developer who can relieve field staff of the task of preparing outlines, work books, and the like for the extension program.

It should be emphasized that the staff of the Center expects to maintain the rapidity of its expansion in the Labor Education Service. The only constraint on reaching a maximum number of labor people stems from the number of Center staff assigned to this area. The growth of the labor education extension program indicates the existence of a large need in the Commonwealth. It is the hope of the Center that it will be able to meet this challenge.

Projecting these views, we still visualize the need for an additional field representative. Concurrently with this expansion there will be need for additional office personnel. Indeed such additional staff is currently required. It must be stressed that comparisons with academic departments in terms of backup staff is not a valid one, for the LRRC is involved in direct service that generates vastly more work. Considering the broad scope of the program, encompassing academic work, research activities, extension, and related professional activities, all of which the Center seeks to operate in an integrated manner, the work load grows exponentially while staff expansion is substantially less than arithmetic. The consequence is a series of ad hoc crises involving efforts to obtain temporary help, delay in projects, and a continued revision of deadlines. At times, some of these problems are occasioned by the inefficiency of vendors, which can be corrected by shifting to alternative sources. However, where problems arise internally, it is clear that the "back-up" services essential to proper functioning must be provided. We visualize that all of these matters will become more acute without additional staff, especially since the Extension Service will undoubtedly continue to expand.

Toward this end, we visualize the need for expansion and restructuring of the staff. Additional field staff and the demands for LRRC services form the framework for the latter process.

The Labor Center anticipates staffing requirements as indicated below:

FISCAL 1969	FISCAL 1970
Director	Director
Assistant Director (Amherst)	Assistant Director (Amherst)
Assistant Director (Boston)	Assistant Director (Boston)
Field Rep. (Staff Asst.--Worcester)	Field Rep. (Staff Asst.--Worcester)
	Field Rep. (NEW)
Research Staff Assistant	Research Staff Assistant
Materials Developer	Materials Developer
Principal Clerk (Amherst)	Principal Clerk (Amherst)
	Senior Clerk-Steno (Amherst)
Senior Clerk-Steno (Amherst)	Senior Clerk-Steno (Amherst)
Senior Clerk-Steno (Worcester)	Senior Clerk-Steno (Worcester)
Senior Clerk-Steno (Boston)	Senior Clerk-Steno (Boston)
Junior Clerk-Steno (Amherst)	Junior Clerk-Steno (Amherst)
Librarian (Grade 6)	Librarian (Grade 6)
Oral History Transcriber	Oral History Transcriber

With this minimum level of staffing provided,the LRRC will not only be able to respond reasonably to the increasing demands being made upon it, but will continue to develop into one of the outstanding programs of its kind in the nation.

UNIVERSITY OF MASSACHUSETTS
AMHERST
ANNUAL REPORT OF THE DEAN OF WOMEN
July 1, 1967 - June 30, 1968

1. Appropriation

	1965-66	1966-67	1967-68
03	$50,694.	$72,800.	$300.
10	545.	250.	100.
12	130.	165.	220.
13	650.	500.	400.
14	900.	550.	500.
14'	2115.	2735.	600.
Total	$55,034.	$77,000.	2,120.

During the past year the Dean of Women's budget has been merged with the Associate Dean of Students' under the general Student Personnel Budget.

2. Personnel

Sept. 1965	Sept. 1966	Sept. 1967
Dean of Women	Dean of Women	Dean of Women
Asst. Dean of Women	*Asst. Dean of Women	*Asst. Dean of Women
Staff Assistant for Sorority Affairs	Staff Assistant for Sorority Affairs	(Position continued on loan as Area Coordinator)
	*Staff Assistant for Southwest Area	*Senior Clerk & Steno.
		*Junior Clerk & Steno.
17 Heads of Res.	*22 Heads of Res.	*Contributed to "pool" for Office of Student Affairs
Senior Clerk & Steno.	Senior Clerk & Steno.	
Junior Clerk & Steno.	Junior Clerk & Steno.	
	*Transferred to Asso. Dean of Students Feb. 1967	

4. Students - Clientele

	1965-66	1966-67	1967-68
Total	4049	4761	5262
Off Campus			1000 (Approx)

Concern for total Undergraduate Women.
Special responsibility for off-campus women, including sorority residents.

5. Professional Activities

National Association of Women Deans and Counselors - participating member; attended National Convention, Chicago, April 1968.
Massachusetts Association of Women Deans and Counselors - served on Program Committee and hostessed the State Meeting at the University of Massachusetts, November 1967; President - elect for 68-70.
Horace Smith Fund - Member of Board of Incorporators; assisted with grants to U. M. students.

5. Professional Activities (Continued)

Massachusetts Society for University Education of Women - member of Deans Advisory Committee; arranged interviews and made recommendations for scholarships for U. M. students.
American Association of University Women - assisted local committee for State Convention at U. of M. May, 1968.
Comparative Education Seminar in Europe - participated in Study - Tour, Universities of Cambridge, Reading, Moscow, Prague, Copenhagen - March, 1968.
Supervised Practicum for Graduate Student (School of Education, in fall semester) who assisted me with commuter interviews and who also made a follow-up survery of 1935-1967 recipients of the Margaret Motley Scholarship, granted by the Massachusetts Garden Federation.
New England Men Deans of Students this year invited the senior woman Dean in each of the six State Universities to attend their informal conference at University of Rhode Island, June 9-11. I accompanied Dean Field and Area Coordinator Paul Brubacher for an interesting exchange of policies and procedures.

6. Major accomplishments 67-68

As is obvious from the comparisions on page 1 sweeping changes have taken place by merging budget and staff for University residence halls under the Associate Dean of Students. I accepted the change and have tried to promote a successful transition. As Dean of Women, I have a continuing concern for the welfare and education of all women students and by agreement, when the change took place, I expected to participate in the formation of policies for residences - central to student personnel work in a residential institution such as the University of Massachusetts. But I have been excluded from strategic groups which develop recommendations and policies for campus life and student government. I disagree with some of the directions taken (particularly room visiting policy) but felt unable to influence decisions. As a member of the Faculty Senate, I have the privilege of the floor but when recommendations reach that stage it feels inappropriate to take a stand contrary to the Dean of Students' or to recommendations by the Committee on Student Life or the Committee on Student Affairs. I am troubled by this exclusion and resulting dilemma.

Time gaps, however, have been quickly filled. Instead of many hours consumed by meetings and conferences with student and professional residence staff I have been freed for many more contacts with student leaders of campus-wide activities, (list attached) with faculty members, and with general university affairs which effect women students. This is also a good and useful role.

The centralization of many student services in Whitmore Hall's Second floor has helped tremendously with communication and cooperative efforts and some students have expressed appreciation for its convenience. The "Student Affairs Office" with the help of good secretaries and student assistants is gaining in effective service.

As ex officio Adviser of Alpha Lambda Delta and of Mortar Board I have enjoyed knowing many of the brightest and most outstanding women of the University. Alpha Lambda Delta again included a program by several Seniors who had just completed Senior Honors projects, thereby acquainting Freshmen and Sophomore scholars with opportunities for independent study. A notable project of Mortar Boards' has been promotion of interest in "study abroad". Their annual evening of recognition of Honors List Women students brought out 180 to hear participants from Oxford, Bologna, and Freiburg programs. Mortar Boards secured and filed extensive descriptive information on opportunities for study abroad which they gave to the Placement Office Library.

Sorority affairs have been one specific responsibility and I have had a strenuous and enjoyable time reacquainting myself with them. When the student body was small, sororities seemed to me to be divisive and I had reservations about their values. In the present environmental milieu with many students feeling anonymity and isolation I believe sororities contribute significant values to their members. Identification with a smaller group within the large student body, the support of friends for high personal standards of behavior and scholarship, and encouragement to use opportunities for active participation and leadership contribute positively in the personal development of many girls. The few disaffiliations which occur appear to be for reasons of expenses or marriage. My reservations about discriminatory practices have been decreased by the religious, racial, and cultrual mixture of membership in most groups and by their growing effort to eliminate the requirement of some nationals for "alummae recommendations".

Approximately 830 women of all undergraduate classes participate in ten organizations, managing during the past year, ten houses with a total of 338 residents and 533 boarders and conducting varied and quite extensive social activities and service projects. In addition, Panhellenic Council has sponsored Inter-sorority events such as Declamation and Song Contests, Homecoming Floats, Chrysanthemum Sale, and exchange dinners, and has developed policies for rushing and for training of new officers. Each sorority is assisted by Corporation or Advisory Board (including Student representatives) which employs, with my approval for the University, a Housemother, or Graduate Couple as Houseparents, and a non-resident cook. Some Advisory Boards are small or not sufficiently available to officers but in most cases the University is fortunate to have the generous service of fine caliber faculty and town's people assisting these organizations. Students enjoy and are grateful for their friendship and help.

With the help of the Department of Enviromental Health, the Assistant Dean of Men and the Dean of Women endeavored to clarify sanitation and safety standards for all fraternities and sororities. In December I accompanied Mr. George Reed who inspected all sororities' dining, kitchen and food storage areas and who determined the safe and appropriate maximum number for each house to serve with its existing facilities. This is now a matter of record.

In February I accompanied Amherst Fire Chief Doherty who thoroughly inspected all sorority houses for fire hazards and recommended safeguards, reinforcing the recommendations of the University Fire Marshall. Actually the shortcomings of sororities in both regards were slight and both inspectors complimented sororities on their management.

These tours were more than inspections. They were educative as well, as a student officer, the Housemother, and usually a corporation member joined each inspection asking many questions. In all cases they were receptive and cooperative.

The above concerns, the slow but eventual progress of the Fraternity Park proposal, and the long-standing desires of sororities for new houses led to decisions of four sororities to build new houses - three in Fraternity-Sorority Park and one in its present location. Indications are that three others will install sprinkler systems and make other improvements in their present houses. The other three occupy new structures.

Asked to give women commuting students special attention I have found this group to include an amazing variety: A small number commuting from home (relatively stable); increasing numbers of upperclassmen who have moved off-campus for more freedom or for less expensive or, in some cases, better living conditions than they have found in residence hall; returnees who were drop-outs, interrupting college to work, marry, or to have babies and who now have serious motivation to complete degrees. Divorcees with dependents (and problems!) are increasing. Older women also are completing degrees, frequently making outstanding academic records.

The Commuter Club or "Non-Resident Students Association" will never be strong, in my estimation, because of the wide discrepancy in interests. A better objective is to help commuters find their places in the great variety of existing university organizations. Scrolls were helpful to Freshmen in this respect.

I initiated contacts with Freshman commuters; others have come to the office at their initiative for special scheduling, requests for "incomplete grades", withdrawal from a course or from the University - procedures which were routine but which often led to disclosures of complex personal problems. Some I referred to Health, Mental Health, or the Financial Aids Office, but many of them wanted a sympathetic listener concerned about human beings, knowledgeable about the University and student affairs, who could help them weigh alternatives in their particular situations.

During the summer of 1967 I again assisted the Director of Counseling with the Summer Counseling program of orientation for 3300 Freshmen and 700 Transfers. My contribution was in selection and training of 24 men and women student counselors and in recruiting and scheduling faculty and others for "Student Life" meetings with students and parents. In

1968 I am again involved with these functions. Under the leadership of Dr. Southworth, evaluations, changes and innovations have advanced the program. Most of the mechanics operate well and a huge task is accomplished. A need remains to develop a program to further assist new students, particularly transfers not only in pre-registration but through their first year.

Public relations and professional contacts during the year have been numerous and particularly enjoyable and stimulating. University budget support ($100) and recognition has been negligible. I am particularly annoyed because of the principle of the matter, that after giving approval, a year in advance, of time requested in order to accept an invitation for a three week study tour of European Universities the University of Massachusetts Administration's approval was retracted and I was required to forfeit earned vacation for half of it. Discrepancies are obvious in the granting of time for "alternate activity", sabbatical leave, etc. . . . . Nevertheless, personally and professionally, it was a rewarding experience.

8. Needs and recommendations for future:

1. That the University billing and collection operation bill and collect room and board charges for sororities and fraternities. (Precedent in other State Universities, notably University of Rhode Island.)

2. That the University recognize the service of the fraternities and sororities in providing approved living units and grant to each an appropriation of $500. toward the salary of the Housemother or Houseparents. The University reserves the right to screen, approve, and train these personnel and by paying a part of the salary could have a stronger and more appropriate relationship. (Precedent in other State Universities, Michigan and Rhode Island.)

3. That the position of Assistant Dean of Women be restored to this office to carry commuter counseling and share other work of the Dean of Women.

4. That the University establish an office (academic or Student Personnel, perhaps attached to the Office of Admissions and Records) to centralize information about "Study-Abroad" programs for undergraduate and graduate students, faculty and staff. Service to include applications for admission and for financial aid, and evaluation of courses and credits.

Respectfully submitted,

Helen Curtis

Helen Curtis
Dean of Women

HC/bab

✓ regular contacts; occasional contacts with others.

Reference List of Some Women Student Leaders, Fall, 1968

✓ Mortar Board

16 members
National Honor Society of Senior Women based on Scholarship, Leadership and Service.

President: Susan Ostrander '69

✓ Scrolls

56 members, Sophomore Honorary-Service Society. Welcomes new students and assists throughout the year in orientation. Members in all women's residence halls and among commuters.

President: Christina Sawicki '71

✓ Gamma Sigma Sigma

approximately 60 members, National Service Sorority (service to campus and community causes).

President: Linda McGeary '69

✓ Alpha Lambda Delta

42 members, National Scholastic Honor Society (average of 3.5 or above in the Freshman year). Promotes scholarship and intelligent living.

President: Elyse Parmetier '71

Revelers

26 members in mixed service groups to promote University spirit.

Secretary: Rebecca Stedman '70

Womens Athletic Association

President: Joan Nartout '70

Naiads Synchronized Swimming

President: Jane Templeton '69

Student Government

Student Senate, joint government for men and women (office in the Student Union).

Secretary: Cynthia Olken '69

Committee on Student Matters

Chairman: Eleanor Needle '69

Student members on numerous University Committees (see Senate Office).

Student Union Governing Board

President: Susan Brady '69

✓ Sororities

(social, scholarship and service)
9 National Sororities, 1 local
8 in near-campus houses, 2 temporarily in residence halls-
820 members (50-96 in 10 organizations.)

✓ Presidents:

Alpha Chi Omega	Linda Renzi '69
Chi Omega	Sandra Holm '69
Iota Gamma Upsilon	Jane Shields '69
Kappa Alpha Theta	Barbara Burnham '69
Kappa Kappa Gamma	Nancy Wade '69
Lambda Delta Phi	Esther Marx '69
Pi Beta Phi	Nancy Unger '69
Sigma Delta Tau	Linda Pomeroy '69
Sigma Kappa	Mary Pauly '69
Sigma Sigma Sigma	Nancy Richardson '6

✓ Panhellenic Council

20 representing all sororities

President: Elaine D'Amico '69

Office of the Dean of Women
Whitmore 229
6-14-68

UNIVERSITY OF MASSACHUSETTS

Comparative Averages of Sororities after Fall Semester, 1967-1968

Sororities by Rank of Averages	Fall Semester 67-68	% Membership on Univ. Honors List (3.0 or above)	% of Membership below 2.0
Sigma Delta Tau	2.782	44%	13%
Kappa Alpha Theta	2.773	42%	13%
Pi Beta Phi	2.758	*47%	12%
Lambda Delta Phi	2.697	36%	3%
Kappa Kappa Gamma	2.682	42%	10%
Alpha Chi Omega	2.672	44%	15%
Chi Omega	2.658	36%	14%
Sigma Kappa	2.650	30%	6%
Sigma Sigma Sigma	2.573	29%	12%
Iota Gamma Upsilon	2.429	31%	25%

All Sorority Average 2.667

All University Senior Women	2.70
All University Junior Women	2.496
All University Sophomore Women	2.394
All University Freshman Women	2.369
All University Women	2.500
All University Average	2.341

Averages for Spring Semester and for full academic year 67-68 will be announced at the Panhellenic Scholarship Coffee in October '68.

Office of the Dean of Women/bab
6-14-68

UNIVERSITY OF MASSACHUSETTS
Amherst, Massachusetts

OFFICE OF THE ASSOCIATE DEAN OF STUDENTS

ANNUAL REPORT

July 1, 1967 - June 30, 1968

INTRODUCTION

The projected and real growth of the University has brought with it the to-be-expected concomitant problems for the office of the Dean of Students. Subordinate to that office, the Office of the Associate Dean of Students is charged with primary responsibility for the Student Union-Campus Center complex, the Residence Hall complex, the Office of the Dean of Women, the Office of the Foreign Student Advisor, and the Office of Housing. Because each key staff person reporting to the Office of the Associate Dean of Students[1] has presented a separate and complete report transmitted via this office to the Dean of Students, this report addresses itself to an overview of those offices in terms of accomplishments, needs, and future expectations.

Operating with the belief that Student Personnel Services do not exist as an end in themselves, but that such services complement the goals of the institution, the assumption must be made that in 1968, no student services program is adequate that accepts as viable a "keep-the-lid-on" approach to working with students. The staff reporting through this office are to be commended for their action-oriented efforts toward helping students accept increasing responsibility for their own behavior, growth, and satisfactions during their year(s) at the University.

Increasing numbers of students have brought with them an increased demand for services, staff, and budget. Effective decentralization has been started; much more must be attempted as further growth in size and program is experienced. Whatever its present limitations, the effort to create Area Offices for Student Personnel Services has proved its worth in 1967-68. The credit, of course, belongs to those staff members who have worked with students in those areas and with more central supporting offices at Whitmore Hall and elsewhere. Students themselves have effectuated changes that are a credit to them and the University.

1. Annual reports were prepared by the following offices and filed with the Secretary's Office via the Office of the Dean of Students. They are:

Central Area of Residence Halls, James Burke
Northeast Area of Residence Halls, Isabelle Gonon
Southwest Area of Residence Halls, Paul Brubacher
Director of Staff Training for Residence Halls, Alice Sargent
Housing Office, John Welles
Office of the Dean of Women - Sororities and Women Commuters, Helen Curtis
Office of Foreign Students, Evelyn Russell
Coordinator of Student Activities (including sub-report of Student Automatic Services), Gerald Scanlon
Manager, Campus Center (Student Union), Warren Grinnan
Note: A complete and separate report for the Student Union is also prepared and filed with the Secretary of the University

(1) APPROPRIATIONS

The Associate Dean of Students Office functions under an allotment made from the appropriations to Student Personnel via the Dean of Students. Allotments made to the Associate Dean of Students' Office are listed as follows:

1965-1966

03 Account — NONE - See Annual Reports for Offices of Dean of Men and Dean of Women, Housing, etc.

1966-67

03 Account — NONE - See Annual Reports for Offices of the Dean of Men and Dean of Women. The Office of the Associate Dean of Students established February 1, 1967, after 03 allocations had been made for 1966-67. At that time an F-27 account was established in order to centralize the 03 Budget for Residence Halls. Therefore, the first appropriation under F-27 (Associate Dean of Students) was for 1967-1968 as follows:

	1967-1968
03 Account	$247,925.00
Accounts	1967-1968
10	$250.00
11	$200.00
12	$200.00
13	$2060.00
14	$1000.00
14^{1}	$2000.00
15	- 0 -

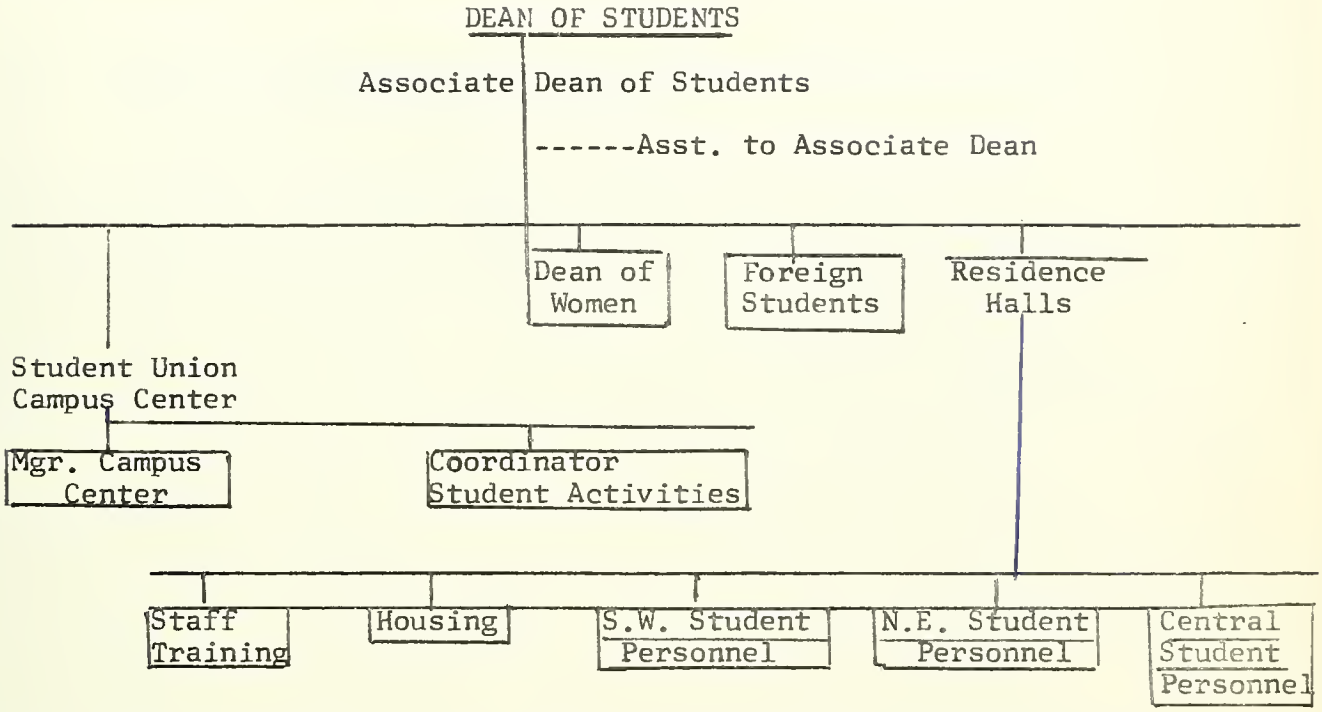
(2) PERSONNEL - Number in each rank:

Note: The Housing Office operated under F-29 budget for 1967-68; therefore, see Housing Office Annual Report. The Office of Foreign Students reported under Housing's budget. The Student Union is operated under a Trust Fund. This report includes the Office of the Associate Dean, the Residence Halls Area Offices of Student personnel, and the Office of the Dean of Women, and funds allocated for Residence Halls security administered by Mr. Guy Lucia.

September 1967

1 Associate Dean of Students
1 Dean of Women
1 Assistant Dean of Women serving as Area Coordinator
1 Staff Associate
5 Staff Assistants
39 Heads of Residence
11 Residence Directors
1 Principal Clerk
1 Senior Clerk and Stenographer
5 Junior Clerks and Stenographers

(3) ORGANIZATIONAL CHART - Associate Dean of Students



All offices enclosed in boxes report directly to the Associate Dean.

(4) STUDENTS AND CLIENTELE SERVED

See Annual Reports of Staff reporting to the Associate Dean of Students.

The total number of students in Residence Halls as of September 1967 was 9721. The distribution was as follows: Southwest, 4620; Northeast, 2485; Central, 2616. For Sororities and Women Commuters, see the Dean of Women's Annual Report, Housing, Campus Center, etc. No tabulation was kept for the Office of the Associate Dean per se. Clearly, the new Whitmore Building has aided staff communications and aided students by the consolidation of Student Personnel and other offices; however, to students the title "Administration Building" creates a formidable barrier to easy communications insofar as they reject a more positive attitude toward the facility.

(5) Faculty publications, research grants, research projects, and other professional activities.

The Director of Housing presented a paper on The University of Massachusetts Residential Colleges at the 19th Annual Conference of the Association of College and University Housing Officers in Seattle, Washington, in August of 1967. The Director of Off-Campus Housing published an article "Keysort - An Aid to University Housing" in the November 1967, issue of College and University Business. The Foreign Student Adviser attended the National Association for Foreign Student Affairs Region IX, and other meetings. The Dean of Women's report lists numerous professional meetings attended. Five staff attended the American Personnel Guidance Association Annual meeting in Detroit; to staff attended the Association for Higher Education in Chicago; four staff attended two meetings of the New England's Deans' Conference. It is appropriate to acknowledge no extended trips were made without the staff member using part of his vacation time: Dean Curtis; Messrs. Welles and Noffsinger. Further, in numerous cases such trips were at no expense to the University; others at part of the expense. The Associate Dean acknowledges with sincere appreciation being able to serve as Director of a Lisle Fellowship Unit in Denmark during the summer of 1967.

The office has cooperated with Guidance and Counseling, Prof. George Levinger of the Psychology Department in his research, as well as the Office of Institutional Studies, and intra-departmental research, i. e. Evaluations of Staff Training Program for Residence Halls, 1967-68.

(6), (7) Major Accomplishments, Special Projects

(a) The establishment of Area Student Personnel Offices which have been well received by the students in the areas.

(b) The establishment of the office of the Director of Staff Training, and the development of a training program for major staff members, Heads of Residence, and residence hall counselors. Because of limited staff to do the training, the cooperation of the Counseling and Guidance Department and the Mental Health Services was invaluable.

(c) The development of a complete staff manual for staff and counselors.

(d) The establishment of Area Housing Offices to bill and collect for alleged student damages within Residence Halls. Much work remains to be done in this area, but the program represents the first concerted effort by the University to charge to the student costs for damage to property.

(e) All three Area Student Personnel Offices worked with their areas to establish more viable area student governments, judiciaries, and house governments and judiciaries. Considerable evidence exists as to increased academic and social programming within the residential area.

(f) A concerted effort to involve students in a meaningful way in regards to costs of room/board, and in the proposals for future development of residence halls.

(g) Close relationship to the Student Senate and related activities. Messrs. DeMers, Scanlon and Noffsinger - sometimes all three - present at each Student Senate meeting. Increased contact between Student Union program office and Residence Hall areas.

(h) Staff members served on numerous University and Faculty Senate committees, Student Union Governing Board, and as advisers to Fraternities, R.S.O. groups, Summer Orientation programs, and the Student Life Committee.

(8) Needs and Recommendations

The staff did a thorough job of reviewing with members of their departments their strengths and growth-needs during November prior to merit increase projection for February. RECOMMENDATION: That beginning salary figures be developed for each staff position as a guide for appointment. Further, that a satisfactory evaluation form be developed for non-academic professional staff members, and that more information be furnished in advance about merit increase ranges.

Professional staff members are needed in Area Offices. RECOMMENDATION: That one staff assistant position be created for each thousand students in residence in an area in addition to a Head of Residence's position for each existing or new residence hall. At present, eleven houses are staffed by Residence Directors paid for from 03 funds.

Supporting secretarial help is needed. RECOMMENDATION: Each Area Office should have a Senior Clerk's position created; none now exist, and in addition, Southwest Area should have ~~five~~ five Grade 3/4 positions for its student population of 5,400 students.

Area Staff offices are scattered. RECOMMENDATION: That area offices be housed together on a floor of an existing residence hall in each area where adequate space does not now exist as a unit.

All the talk about "student damage" this year is an indictment of all of us who fail to act on the need to join responsibility for ~~the~~ and authority together and develop a viable program for the resolve of this problem as completely as possible. We must also realistically include a figure for "the cost of doing business". RECOMMENDATION: The establishment of one Business Manager's office in Southwest, and another for the Orchard Hill-Central-Northeast Areas. These business managers should report through the Area Coordinator's Office, and should coordinate area maintenance, custodial services, damage reporting, cost assignments, billing, security, and assignment of work details, performed by local area maintenance crews under their direction and operating independently from Physical Plant. The business manager must have a budget and be permitted to "buy-back" major services from Physical Plant, while stocking oft-used supplies within the area. The Area Business Managers should receive their assignments via the Residence Halls Business Manager, who should report to the Associate Dean of Students so that the business management and student affairs programs are interrelated as they must be in order to operate effectively; they are not separable functions.

We cannot afford the luxury of a vague dining/board policy, nor the limited use of magnificent Dining Commons space. RECOMMENDATION: That a closer working relationship between dining commons/food service key personnel be established.

Orientation is a year around process. RECOMMENDATION: The establishment of a year-around orientation office.

Help with staff training by the use of graduate students in the Counseling Center has been helpful. RECOMMENDATION: Expand the use of graduate student staff through the Counseling Center and develop a program in conjunction with the School of Education.

Each residence hall should operate with as much autonomy as possible. RECOMMENDATION: Develop the concept of a student house manager and a training program for the same. This should be begun with a well-developed pilot project.

RECOMMENDATION: Staff members should be encouraged to participate in growth experiences such as research projects, attending related professional conferences, workshop, and study. At present we are doing too little to promote growth within our staff.

(9) Acknowledgements

During 1967-68, increased faculty and student participation has been apparent in the Residence Hall programs. The staffs of the Mental Health Service, Counseling Center and Student Personnel Offices have worked together. This has also been true of the Masters' staffs of the two Residential Colleges. Excellent co-operation in programming has existed with the Student Union and the Residence Halls. Via the Residential College programs and the Cook Report, students have been involved more satisfactorily in academic affairs. The cooperation and support from the major administrative officers and Board of Trustees has been much appreciated by both students and staff.

Special acknowledgement of the services of Mrs. Gonon, Assistant Dean of Women and Area Coordinator, who retired this year, is appropriate. Mr. James Burke, Central Area Coordinator, has accepted an appointment at another University. Mr. William Barnard will leave to work on his Ph. D. at the University of Michigan. Mr. VanVliet will work on his Ph. D. at the University of Maine. These staff members have given years of devoted service to the University.

Finally, Mr. Barnard and Mrs. O'Connor deserve special mention for their superb work during the Associate Dean's absence in the summer of 1967, but the greatest good fortune of all is to work with and for the Dean of Students and his supporting staff.

Respectfully submitted,

Mark G. Noffsinger

Mark G. Noffsinger

UNIVERSITY OF MASSACHUSETTS
Amherst, Massachusetts

OFFICE OF THE DEAN OF MEN

ANNUAL REPORT

July 1, 1967 - June 30, 1968

1. Appropriations

As the Dean of Men's Office functions under an allotment made from the appropriations to Student Personnel, only such allotments pertaining to the Dean of Men's Office are listed as follows:

1965 - 1966

03 Account

$41,365.00	$35,665.00	(Residence hall counselors and faculty residents plus counselors for the summer school period)
	3,800.00	(Residence hall office duty)
	1,900.00	(Dean of Men's Office including Graduate Assistant for Fraternity Affairs)
	$41,365.00	

1966 - 1967

03 Account

$97,300.00	$88,900.00	(Residence hall counselors and faculty residents plus counselors for the summer school period)
	4,700.00	(Residence hall office duty)
	3,700.00	(Dean of Men's Office including Graduate Assistant for Fraternity Affairs)
	$97,300.00	

1967 - 1968

03 Account

$ 100.00	$ 100.00	Dean of Men's Office - Student Help

Accounts	1965-1966	1966-1967	1967-1968
10	$ 385.00	$ 412.00	$ 150.00
11	$ 200.00	$ 200.00	$ ------
12	$ 180.00	$ 400.00	$ 185.00
13	$ 750.00	$ 600.00	$ 400.00
14	$1,000.00	$ 500.00	$ 500.00
14[1]	$ ------	$3,565.00	$1,065.00
15	$ 40.00	$ 72.00	$ ------

2. Personnel - Number in Each Rank

September, 1965

1 Dean of Men

1 Assistant Dean of Men

2 Staff Assistants

16 Heads of Residence

2 Senior Clerks and Stenographers

1 Junior Clerk and Stenographer

September, 1966

1 Dean of Men

1 Staff Associate

1 Assistant Dean of Men

2 Staff Assistants

18 Heads of Residence

11 Residence and Assistant Residence Directors

2 Senior Clerks and Stenographers

1 Junior Clerk and Stenographers

September, 1967

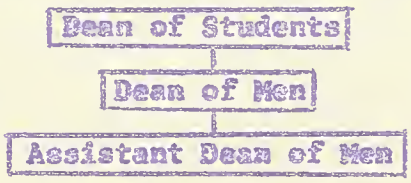
1 Dean of Men

1 Assistant Dean of Men

2 Senior Clerks and Stenographers

* * *

ORGANIZATION CHART - DEAN OF MEN



4. Students or clientele served

The growth of the University of Massachusetts continues as reflected in the number of men per class in the Undergraduate School.

Class of	As of September 1965	As of September 1966	Male Commuters as of September 1967
1966	843	---	---
1967	1,366	1,211	---
1968	1,298	1,406	658
1969	1,407	1,600	397
1970	---	1,599	216
1971	---	---	98

Fraternity Members and Pledges

September 1965	September 1966	September 1967
916	911	936

5. Faculty publications, research grants, research projects and other professional activities.

The Dean of Men is in the midst of two research projects which cover important phases of the life of a university student. The data on which the report or reports will be based are in the process of analysis and should be ready for verbal interpretation within the next few months.

In general, the reports are concerned with the attitude of students toward the University and themselves. The first report has to do with attitudes, beliefs, wishes, desires, discoveries concerning the University in its relation to students as non-resident commuter male undergraduates. The second report deals with some resident and some non-resident male undergraduate students who have at one time or another during their University career been subjected to disciplinary action more serious than a censure or a warning. This latter investigation is an attempt to obtain as much information about the impact of a certain kind of discipline on students. It is the hope of the Dean of Men that the final report will be of considerable value to student personnel workers regardless of their position in the organization, to staff and student judiciary bodies and perhaps to the whole aspect of student government, particularly as it pertains to behavior. The interviews have been fun, and it has made it possible

for this office to have a personal acquaintanceship with a substantial number of students over and beyond those who would normally voluntarily come to the office for one thing or another. It is anticipated that the final reports will be ready for release within the next few months.

6, 7, 8. Major accomplishments, special projects and future plans

In the report submitted by the Dean of Men a year ago, 6, 7 and 8 were lumped together into one general comment. This procedure will be followed again this year.

Just a few weeks after a combined pleasure and business trip abroad (at no expense to the Commonwealth, by the way) had started, the Dean of Men received a communication by mail indicating that the position, Staff Associate, which had been assigned to his office the previous year was not going to be re-assigned in the forthcoming academic year. To say that the news was shocking is to express one's feelings in the mildest form. It was especially disturbing to learn of this after writing two succinct analyses of the Associate Dean of Min and his work in the past and solid plans for the future. No hint of the action was even remotely suggested; had it been, the summer could have been vastly different!

In any event, the remainder of the overseas trip was devoted to other matters. The business part of it was put aside permanently. (It had been hoped to present the Administration of the University of Massachusetts a plan for the exchange of students and staff between this University and one of the major British Universities. Considerable groundwork had been done over the past four or five years and it was hoped that a proposal could have been brought back to the University, not only for a physical exchange, but for the financing (at no expense to the Commonwealth) of such an exchange.

Upon my return to the University, I was informed that my office would be concerned only with members and pledges of fraternities and commuting male undergraduate students. Thus, whatever we may have accomplished concerns but a small segment of the University population. I refer the reader to Dean Richards' report on fraternities.

I have taken considerable pains to maintain an active interest in the problem of narcotics and harmful drugs as used by occasional students, and have maintained close relationships with all agencies, both local and governmental (Massachusetts and Federal)...agencies which are concerned with the enforcement of all laws in this area. While it has been somewhat difficult to convince other staff members not directly related to this office of the absolute necessity for passing any information which they may have regarding the use and possession of narcotics and harmful drugs on to me or one of my deputies, this is the procedure which we have been expected to follow throughout this academic year. At this writing, the Dean of Men knows that some members of the staff have information which has not been passed on to him in spite of repeated requests for cooperation and repeated explanations of why cooperation is considered to be so vital.

There have been only a very few cases which have had to go as far as the courts. The majority of those handled on campus were so processed because of a lack of substantial evidence for legal proceedings. Those few cases which have gone before the courts have not been processed by University authorities as yet.

A respectable number of commuting students have used the facilities of this office during the course of the year, but the traffic has not been anything to compare with the volume that the office has experienced for 19 years previously.

Professional and personal satisfactions with the work done by this office have been many. It is thought that a great many students have been given the kind of personalized attention which they have wanted, and we have tried to be correct, proper and prompt in response to their wishes. Certainly the fraternities have worked out magnificently under Dean Richards' tutelage, and he is to be commended for the work which he has begun with them and which gives every indication of continuing to be of an excellent quality in the future.

As far as the Dean of Men himself is concerned, his personal and professional reactions to the past academic year and his outlook for the future will be left entirely unsaid.

One might well think of the inscription which is inscribed over the desk of the President of the Senate of the Commonwealth of Massachusetts:!

"GOD SAVE THE COMMONWEALTH"

Robert S. Hopkins, Jr.
Dean of Men

RSH/cmu

A N N U A L R E P O R T

A P P E N D I X A

(Status of Fraternities)

In the fall of 1968, upon being designated by the Dean of Students as the person responsible for fraternity affairs, I undertook an appraisal of our existing system. In general, I found the Greek administrative organization, namely the Fraternity Presidents Association, lacking in organization, direction and purpose.

At a luncheon meeting early in September, I met with the fraternity presidents and made known my observations to the group. My remarks were of a general nature, outlining areas of concern that I had for the individual chapters and the system as a whole.

As I gradually became involved with the fraternities, many areas of concern came into view. The first area of concern was focused upon the fraternity advisers group. This group meets twice a month to discuss mutual problems that exist among the Greeks, but did not have representation from each chapter. Presently each chapter has an adviser and there has been an apparent renaissance within the group.

Alpha Epsilon Pi - Richard Hakes (Men's Physical Education)
- Samuel Goldman (General Business & Finance)
Alpha Sigma Phi - Arthur E. Carlisle (Management)
Beta Kappa Phi - Bernard Hilton (Vet. & Animal Science)
- William McNamara (Forestry & Wildlife Management)
Kappa Sigma - Richard Bresciani (Athletics & Intramurals)
Lambda Chi Alpha - John Bamberry (Athletics & Intramurals)
Phi Mu Delta - Walter Novak (Athletics & Intramurals)
- John Walsh, Secretary (Personnel)
Phi Sigma Delta - Maurice Brosky (Men's Physical Education)
Phi Sigma Kappa - Robert Lindquist (Blair, Cutting & Smith)
Pi Lambda Phi - John Welles (Housing)
Q.T.V. - Gordon Massingham (Alumnus)
Sigma Alpha Mu - Michael West, President (Housing)
- Thomas Trotman (Housing)
Sigma Phi Epsilon - Robert Taylor (Accounting)
- John Burke (Secretary's)
Tau Epsilon Phi - Everett Kosarick (Photo Lab)
Tau Kappa Epsilon - Carl Dennler (Accounting)
- Theodore Schmitt, Vice President (Athletics & Intramurals)
Theta Chi - Thomas Morrison (Accounting)
Zeta Nu - Samuel Lussier(Admissions)
Delta Chi Colony - Robert Gaily (Fraternity-Sorority Park)
- Horst Wittmann (German)
George Rodgers, Treasurer (Fraternity Manager)

The next major area of concern was the financial plight of the system. For some period of time the IFC was run without a working budget. After a number of meetings, a financial advisory body was formed and a budget presented and accepted by the system.

Next was seen the need of establishing a better means of communication. As of October, weekly minutes are now recorded at each meeting and copies of these are being sent to each chapter, the President of the Fraternity Advisers and my office.

At this time, I feel that our basic organization is in good order and appears ready and responsible to work in concert with the University in carrying out our basic goals.

In January a complete inspection of all fraternity dwellings was conducted by Chief Doherty of the Amherst Fire Department and myself. The findings of these inspections were to serve two purposes: First, to give to each house and its housing corporation a complete evaluation of their facilities in terms of fire safety. Secondly, it gave me an opportunity to evaluate the facilities and to make recommendations to the Dean of Students' Office on the continued existence of these houses as acceptable alternatives to University-provided facilities.

In general, I find our fraternities socially oriented, with very few demands made upon them by their national affiliations to alter their basic posture. The typical chapter on this campus is a sophomore-junior oriented house, with very few seniors living in. If the fraternities ever anticipate changing their basic profile, they must strive to develop senior leadership. Without serious and conscientious seniors setting the standards within a chapter, it will continue to exist as a social entity only, one which many of our better students reject.

RECOMMENDATIONS FOR THE FRATERNITY SYSTEM

1. Encourage the establishment of new chapters--raise the current number of 18 to 25 by 1975.

2. Provide a few houses for new colonies to establish themselves in--half-way houses to serve as stepping stones to the Park.

3. Expansion of services offered by the FMA.

4. Examination and re-evaluation of tax structure for all fraternities and sororities.

5. Periodic inspections by the Office of Environmental Health and Safety. Emphasis should be placed on the kitchens and dining facilities of each chapter. Two inspections per semester would be the minimum recommended.

6. Realistic fire safety educational programs for each chapter. I do not feel it is sufficient for the University to hide behind a statement concerning sprinkler systems if we really wish to face the issue.

7. The eventual closing of two chapters that are in deplorable condition--Tau Kappa Epsilon at 401 North Pleasant Street and Alpha Tau Gamma at 375 North Pleasant Street.

8. The University to serve as a collection agency for all room and board charges for the fraternities.

9. Formal recognition should be extended to the fraternity advisers association.

William H. Richards
William H. Richards
Assistant Dean of Men

WHR/cmu

Department of Public Health

ANNUAL REPORT

July 1, 1967-June 30, 1968

University of Massachusetts

Amherst, Mass.

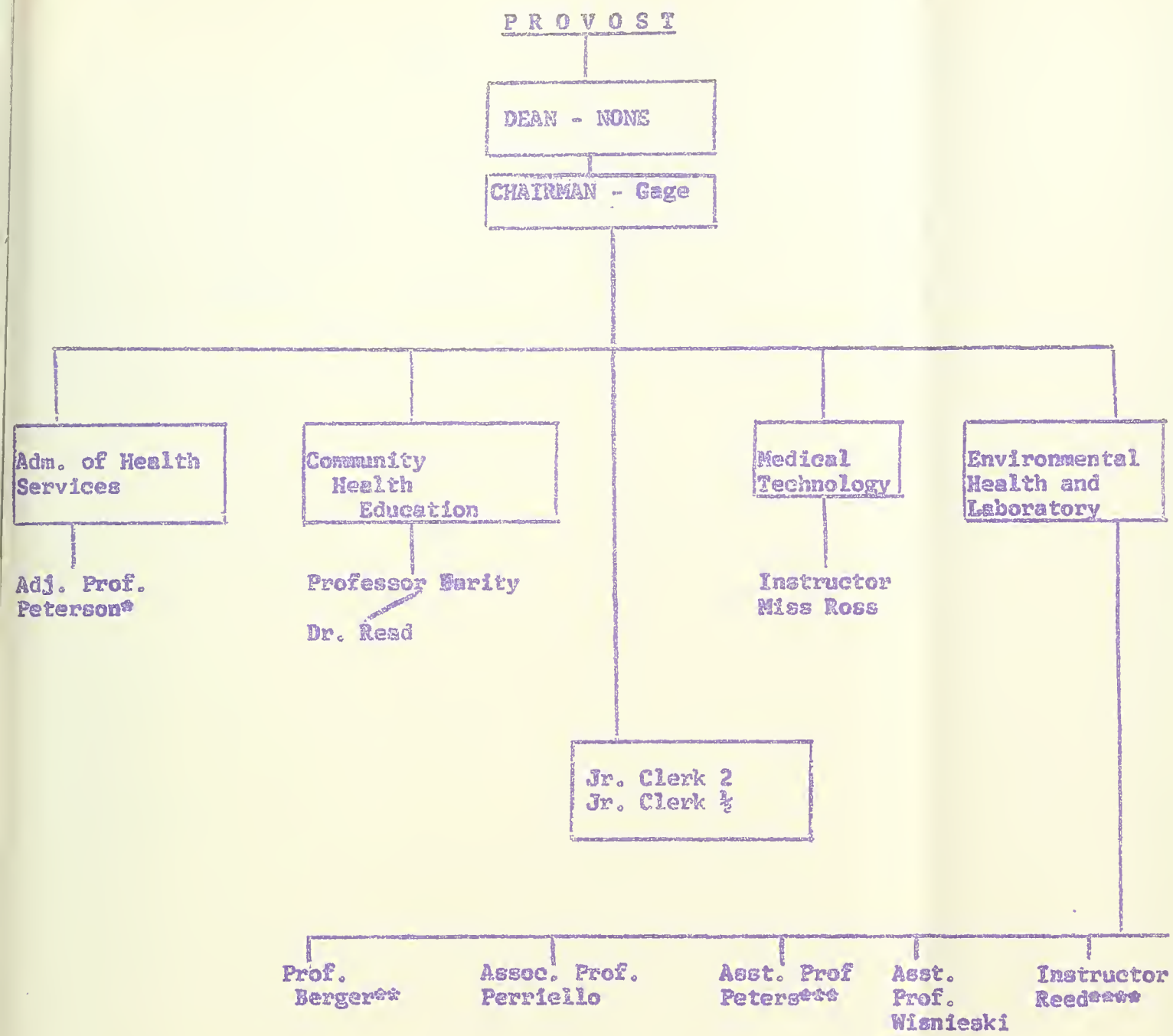
I. Appropriation

	1965-66 (Appropriations)	1966-67 (Appropriations)	1967-68 (Appropriations)
03	$ 5250.00	$ 8300.00	$ 5700.00
06	-	-	-
10	950.00	1150.00	650.00
11	-	-	-
12	200.00	200.00	250.00
13	4000.00	5100.00	5150.00
14	400.00	400.00	400.00
14.1	300.00	400.00	600.00
15	2000.00	1000.00	1000.00
15.1	-	500.00	-
16	-	-	62.13

II. Personnel

	1965-66	1966-67	1967-68
Chairman, part-time	1	1	1
Professor	-	-	1
Professor, part-time (director of Water resources research center)	1	1	1
Associate Professor	2	2	1
Assistant Professor	1	1	1
Assistant Professor, part-time (Director of Env. Hlth. & Safety)	1	1	1
Instructor	1	1	2
Instructor, part-time (staff assistant, Hlth. & Safety)	-	1	1
Adjunct Professor	1	1	1
Lecturer - part-time	-	-	1
Secretary (Jr. Clerk Typist)	*1½	1	2
(Jr. Clerk Steno)	-	½	-

*plus considerable extra time on hourly basis.



* Director, Western Regional Office, Massachusetts Department of Public Health Serves as Adjunct Professor.

** Director, Water Resources Research Center, Academic Appointment, Professor of Public Health.

*** Director, Environmental Health and Safety.

**** Staff Assistant, Environmental Health and Safety.

IV. Students

	1965-66	1966-67	1967-68
(a) Majors:			
1. Med. Tech.	70	100	98
2. Pub. Hlth.	26	22	34
3. Pub. Hlth. (Grad.)	15	15	22
(b) Students taught:			
1. Univ. of Mass.			
1st. sem.	283	321	477
2nd. sem.	336	186	428
2. Stockbridge	64	73	66

BERGER, BERNARD B., Professor

A. Professional Activities:

Member, Governor's Public Health Council

Member, Advisory Committee on Environmental Health, Massachusetts Department of Public Health

Member, Project Review Committee, Massachusetts Comprehensive Health Planning Program

Chairman, Committee on Environmental Quality Management, American Society of Civil Engineers.

Member, Water Quality Research Council, American Society of Civil Engineers.

Representative of American Public Health Association on Committee to Develop standard for Watercraft Sewage Disposal

Secretary-Treasurer, International Association on Water Pollution Research.

Consultant, Massachusetts Water Resources Commission

Member, Governor's Oversight Committee on Water Pollution Control

Member, Program Committee, Water Pollution Control Federation

Meetings:

Panelist, Governor's Conference on State-Local Partnership in Health.

Presentation of Paper, "The Environmental Engineer and the Ecosystem Under Stress," annual meeting of the American Association for the Advancement of Science, Dec. 1967.

Presentation of Talk, "Problems of Water Quality Control," combined meetings of Massachusetts Society of Dairy Technologists, Food Technologists, and Candy Technologists.

B. Publications:

Pollution. B.B. Berger. 1968 Encyclopedia Americana Annual, pp. 543-545.

The Environmental Engineer and the Ecosystem Under Stress. B.B. Berger. Paper presented at annual meeting of the American Association for the Advancement of Science at joint session of the Ecological Society of America and the American Society of Civil Engineers, New York City December 27, 1967. (Publication pending)

Review of "A Strategy for a Livable Environment," Committee on Environmental Health Activities, B.B. Berger, Chairman; Journal of the Sanitary Engineering Division, ASCE, 93, pp. 171-179, Dec. 1967.

Recent Developments in Environmental Pollution. B.B. Berger. Massachusetts Physician. (Publication Pending)

The Problem of Cytotoxicity of Water--A Discussion. B.B. Berger. To be presented at the Fourth International Conference on Water Pollution Research, Prague, Czechoslvakia, September, 1968. To be published in Conference proceedings.

Engineering Evaluation of the Virus Hazard in Water, Committee on Environmental Quality Management, B.B. Berger, Chairman. Prepared for Publication in the Journal of the Sanitary Engineering Division, ASCE.

DARITY, WILLIAM A., Ph.D., Professor

Publications:

"Some Considerations in Developing Family Planning Services," Public Health Reports, 82:8, p. 667-672, August, 1967.

"A Global View of Health," The World Today in Health, Physical Education and Recreation, Englwood Cliffs New Jersey, Prentice-Hall, 1968, pp.50-70. (Jointly with Jerome S. Peterson)

"Some Implications of a Pregnancy on Campus: A Research Study," Journal of the American College Health Association, 16:3, p. 253-259, Feb., 1968. (Jointly with Eugene B. Piedmont, Thomas C. McBride and Alan Romanella)

"Abstract of Considerations in Developing Family Planning Services," Advances in Fertility Control, Vol. 3, No. 1, March 1968,9.

Writing in Process:

Community Health Education: A Strategy in Community Action, to be published by the Macmillan, Co.

Research:

Research on Attitudes and Barriers in Family Planning; The Professional Health Worker. (Springfield area)

Research on Attitudes and Barriers in Family Planning; The Community Participants. (Springfield area)

Grants:

U.S.P.H.S. Biomedical Grant, "Research in Attitudes and Barriers in Family Planning," July 1967, $2500.00. (in collaboration with Thiebaux, H. Jean)

Planned Parenthood League of Massachusetts, "Research in Attitudes and Barriers to Family Planning," Nov. 15, 1967, $2500.00.

Other activities:

Consultant to Ford Foundation in Reviewing Grant Proposals from various organizations.

Consultant to the Peace Corps - Technical Consultant for volunteers in training for the Ivory Coast - July 1967.

Consultant to North Carolina Fund

Town Talk Program, Bob Gamere, WTAG, Worcestor, Mass.

Ad hoc committee, NIMH - PHS - Project on Mental Health for First Grade Children, Chicago, Ill., Feb. 12, 1968.

Advisory Committee in Public Health of the Massachusetts Community Colleges, University representative.

Speeches, Papers, and Special lectures:

Paper: "The Role of Public Health in Sex Education," presented at the Postgraduate Institute on Family Life Education, University of Connecticut at Storrs, July 27, 1967.

Speech: "Health Education in the Tropics," Tufts Medical School, Sept. 18, 1967.

Keynote speaker: "Why Family Planning," Institute on Family Planning for Western Massachusetts, Springfield, Mass., Springfield Hospital, Sept. 27, 1967.

Paper: "Contraceptive Education in Family Planning," presented at the 95th annual meeting of the American Public Health Association, Miami, Fla., Oct. 25, 1967.

Speech: "The Need for Family Planning," Institute on Family Planning sponsored by the Massachusetts Planned Parenthood Federation, Jan. 24, 1968.

Speech: "Community Responsibility in Developing Understanding of Human Sexuality," Hampshire County Medical Auxillary, March 14, 1968.

Panel speaker: New Approaches to College Health Education, American College Health Association, Minneapolis, Minn., May 1, 1968.

Seminar: "Public Health and Family Planning," School of Public Health, University of Minnesota, Minneapolis, Minn., May 2, 1968.

Main speaker: "Partners in Developing Family Planning Services," Annual Meeting, Pioneer Valley Branch Planned Parenthood Federation of Massachusetts, Springfield, Mass., May 22, 1968.

Speaker: "Changing Sexual Mores", Hampshire County Association on Religion and Psychiatry, Northampton, Mass., May 23, 1968.

Speaker and discussant: "Community Responsibility for Emotional Health and Sex Education," University Day for Women, Amherst, Mass., June 5, 1968.

Speaker: "The Need for Sex Education," Annual Meeting of the Association for the Instructors of the Blind, Inc., Toronto, Canada, June 27, 1968.

New Professional Services during the year:

Vice-President: Society of Public Health Educators, Inc.

Elected to Board, Planned Parenthood Federation of America, 3 yr. term, 1967-70.

Elected to Board of Sex Information and Education Council of the United States, 3 yr. term, 1968-71.

Advisory Board, Migrant Education Program, Commonwealth Service Corps.

Board of Directors, Pioneer Valley Branch, Planned Parenthood League of Massachusetts.

Invited as one of the participants in the:

Third National Conference on Public Health Training sponsored by the U.S.P.H.S., Aug. 16-18, 1967. Washington, D.C.

Community Health Education Conference Program, Washington,D.C. Dec. 8-10, 1967, (Purpose: Development of program for professional preparation of Community Health Educators)

National Conference on Mental Health in Public Health training sponsored by NIMH, Warrenton, Va., May 29-31, 1968.

University:

Honors Committee
Honors Colloquia
Faculty Fellow Mellville House
Chairman, Committee for the Collegiate Education of Negro Students
Upward Bound Faculty Advisory Committee

GAGE, ROBERT W., M.D., Chairman

Professional Activities:

University Health Council, Chairman, 1967-68.

Director, University Health Services.

Review Committee for Human Subjects in Research, University of Massachusetts

Student Personnel Activities Council, University of Massachusetts

Board of Administration and Records, University of Massachusetts

American College Health Association
Vice President 1967-68
President-Elect 1968-69
Chairman, Committee on Recommended Standards and Practices
Chairman, Editorial Committee
Executive Planning Committee for Fifth National Conference ON Health in College Communities
American Medical Association - American College Health Association Liaison Committee.

Massachusetts Chapter, American Academy of General Practice
Secretary 1967-68
Collaborative Research Committee

Lecturer
Northampton School for Girls
Mary Burnham School, Northampton
Salisbury School, Salisbury Connecticut
Amherst Regional Schools

Consultant
Hampshire College Amherst
Loyola College, Montreal

Participant

National Health Forum 1968

Rochester Institute of Technology Symposium: New Approaches to College Health Nursing, June 5-7, 1968.

LITSKY, WARREN

Professional Activities:

Committee on Microbial Contamination of Surfaces. American Public Health Association.

Chairman of Committee of Esturine Pollution. American Public Health Association.

Subcommittee for Standard Methods for the Analysis of Water and Wastewater. American Public Health Association."

Editorial Board of APPLIED MICROBIOLOGY. American Society for Microbiology.

Standard Task Committee on Biochemical Aspects of Watercraft Waste Disposal Devices. National Sanitation Foundation.

Planning Committee for the 1st International Symposium on the Gulf of Mexico, 1968.

Member of the R.C. Cleverdon Award Committee of the Connecticut Valley Branch, American Society for Microbiology.

Papers presented at professional meetings:

Presented a paper at the Seminar on Cleanliness in Industry of the Soap and Detergent Association, Shawnee, Pennsylvania, September 6-8, 1967, "A Microbiologist Warns the Detergent Industry."

Member of the panel of the sixth National Shellfish Sanitation Workshop, Washington, D.C., February 7-9, 1968, "Adequacy and Use of Bacteriological Standards for Shellfish Growing Areas."

Presented the following papers at the Annual Meeting of the American Society for Microbiology, Detroit, Michigan, May 6-10,

"Lipids of Cytophaga Hutchinsonii," with R.W. Walker.

"Thermal inactivation studies on certain pathogenic organisms in milk," with D.A. Evans

Presented a paper at the Meeting of the American Association for Contamination Control, Chicago, Illinois, May 13-16, "Microbial Contamination through Dust Particles."

Professional recognition, i.e. awards, citations, etc. granted to members of the staff;

Appointed Professor (Affiliate) of Bacteriology at Clark University, Worcester, Massachusetts.

Consultant to the Division of Hospital and Medical Facilities of the U.S. Public Health Service.

Consultant to the Federal Water Pollution Control Administration Department of the Interior.

Member of the Task Group on Microbiological Aspects of raw shucked oysters of the Committee on Microbiology of Foods, National Academy of Sciences-National Research Council.

Diplomat of the American Intersociety, Academy for the Certification of Sanitarians.

Consulting editor of INDUSTRIAS LACTEAS.

Cooperative programs conducted with other schools and colleges within and without the University.

"The Ecological Significance of Cellulolytic Bacteria in Quabbin Reservoir." A cooperative research project with Clark University under the sponsorship of the Water Resources Research Center.

Principal Investigator of Water Resources Research Center WR-18. Arrest of Aging Process in Massachusetts Lakes Resulting from Man's Activities in cooperation with the School of Engineering, University of Massachusetts, and the Department of Biology, Clark University.

Member of Advisory Council of the Water Resources Research Center, University of Massachusetts.

Cooperative Graduate Student Programs with the Department of Food Science and Technology, Department of Soil and Plant Sciences, And Department of Public Health.

A new course "The Microbiology of the Marine Environment" has been approved under the Marine Science program.

A summer institute on Water Pollution for High School Teachers has been funded by the Federal Water Pollution Control Administration to Dr. Warren Litsky, Principal Investigator and will be offered in cooperation with the College of Arts and Sciences, the School of Engineering and the School of Education.

A technical guidance center for Industrial Water Pollution Control has been approved under the Director of Dr. Litsky. This center will be funded by the Office of State Technical Services, U.S. Department of Commerce and will be established under the Commonwealth "Technical Resource Service School of Engineering."

A workshop on the Ecology of Pollution was offered by Dr. Litsky during the "Science in Action" Conference of the College of Agriculture.

Outstanding accomplishments of or recognition granted to student majors in your department.

Two graduate students working under the direction of Dr. Litsky have been awarded National Defense Education Act Fellowships.

Technical Publications:

Tilton, R.C., H.B. Gunner and Warren Litsky, 1967. Physiology of selenite reduction by enterococci. I. Influence of environmental variables. Can. J. Microbiol., 13: 1175-1182.

Tilton, R.C., H.B. Gunner and Warren Litsky, 1967. Physiology of selenite teduction by enterocci. II. Characterization of selenite inhibition and its reversal by ascorbate. Can. J. Microbiol., 13: 1183-1193.

Report prepared by the Task Group on microbiological aspects of raw, shucked oysters of the Committee on Microbiology of Food, Advisory Board on Military Personnel Supplies, National Academy of Sciences - National Research Council, Oct. 1967.

Litsky, Bertha Y. and Warren Litsky, 1968. Investigations on decontamination of hospital surfaces by the use of disinfectant-detergents. Am. J. Public Health 58:534-543.

Litsky, Bertha Y. and Warren Litsky, 1967. The evaluation of single use bar soaps for surgical scrub. Hosp. Mana. 103 (5):74-86.

Litsky, Bertha Y. and Warren Litsky and D.D. Drollette, 1968. A bacteriological evaluation of 3 types of dust mops. Executive Housekeeper, 15(5): 16-21.

Abstracts:

Walker, R.W., G.L. Howard and Warren Litsky, 1968. Lipids of Cytophaga hutchinsonii. Bact. proc. 1:124.

Evans, D.A. and Warren Litsky, 1968. Thermal inactivation studies on certain pathogenic organisms in milk. Bact. proc. 1:10.

Litsky, Bertha Y. and Warren Litsky, 1968. Microbial contamination through dust particles. Program of the 7th Annual Meeting of the American Association for Contamination Control, May 1968, p. 31, Abstract of speech

Popular Publications:

Litsky, Bertha Y. and Warren Litsky, 1967. The distribution and structure of bacteria. Reprinted in Hospital Housekeeping Review published by Huntington Laboratories, Huntington, Indiana. pp. 51-53, 3 figs.

Litsky, Bertha Y. and Warren Litsky, 1967. Infectious processes of bacteria. Reprinted in Hospital Housekeeping Review, published by Huntington Laboratories, Huntington, Indiana. pp. 55-57, 8 figs.

Litsky, Bertha Y. and Warren Litsky, 1968. The bacteriological evaluation of a new detergent-disinfectant, Hosp. Mgt., 105(5):49-58.

Book Reviews:

Litsky, Warren, 1968. Quality Food Sanitation---a book review, Hospital Management, 105(4):65.

PERRIELLO, ROBERT C., Associate Professor

Professional Activities:

Consulting Editor - American Journal of Environmental Health

Editor - Massachusetts Journal of Milk and Food Technology

Chairman - Massachusetts Board of Registration of Sanitarians

Program Chairman - Massachusetts Affiliate of the International Association of Milk and Food Sanitarians

Seminar Participant, National Registration Conference, National Education Conference, Washington, D.C., June 23-28, 1968.

Scholarship Committee - Massachusetts Association of Sanitarians

Examiner - Massachusetts Department of Civil Service and Registration

Faculty Senate

Speaker - Subject - "Food-borne Illness," November 2, 1967, Massachusetts Milk Inspectors Association, Fall Meeting, Auburn, Massachusetts.

PETERS, HOWARD A., Assistant Professor

Professional Activities:

Attended American Public Health Association Annual Meeting, Miami Beach, Florida, October 23-27, 1967.

Participated in organization of the New England Campus Health and Safety Institute held at University of Massachusetts, January 16-17, 1968.

Presented talk on school safety to Amherst Kiwanis Club, January 27, 1968.

Gave short commentary on air pollution on Channel 22, Springfield January 29, 1968.

Served on Massachusetts Community Colleges Advisory Committee for Public Health Training.

Grants and Projects:

Received $5000 Public Health Service Biomedical Sciences Support Grant to develop research and training programs in air pollution.

READ, DONALD, A., Instructor

Publications in Progress: Books

The Concept of Health, Allyn and Bacon Publishing Co., due January, 1969.

Student Guide to Better Understanding in Health, Allyn and Bacon Publishing Co., due January 1969.

Co-author, Dr. W. Green, Dr. R. Edwards, Creative Teaching in Health, The Macmillan Co., due 1970.

Critical Issues in Health, The Macmillan Co., due in 1970.

Articles

Co-author, Dr. Benjamin H. Massey, "An Inquiry Into The Relationship Between Motor Fitness and the Scholastic Attainment of Male College Students."

"The Role of the Dramatic Play in Teaching Mental Health."

Professional Meetings attended:

School Health Meeting, Boston, Mass.

National AAHPER meeting, St. Louis, Mo.

The Society for the Scientific Study of Sex Meeting, New York City.

REED, GEORGE H.,JR., Instructor

Professional Activities:

Attended Yankee Conference (Massachusetts Association of Sanitarians host) - Harwichport, Massachusetts, September 20-22, 1967.

Attended Environmental Health and Safety Institute - University of Massachusetts, January 16-17, 1968.

Active (board member) in the Hampshire County Mental Health Association.

ROSS, MARY JEAN, Medical Technology Coordinator

Professional Activities:

Member: Planning Committee for Student Med. Tech. Seminar held in conjunction with the annual meeting of the Mass. Assoc. of Medical Technologists.

Member: Committee on Teacher Education, New England Medical Technology Educational Symposium Group.

THIEBAUX, H. JEAN, Ph.D., Lecturer

Professional activities:

Statistical consultation on research projects in the biological and public health fields.

Publications:

i) H. Jean Thiebaux and H.H. Pattee, "Statistical Studies of Protein Sequences: Pair and Triplet Analysis in Helical Conformations," J. Theoret Biol. (1967) 17, 121-135.

ii) H. Jean Thiebaux, "Testing a Markov Hypothesis with Independence of Intermediate States and Restricted Order," Biometrika, (1967), 54, 3 and 4, p.605.

Research Grants and Projects:

Collaboration on a Family Planning Study under the direction of Professor William A. Darity.

WISNIESKI, KAROL, Assistant Professor

On sabbatical leave -- Harvard School of Public Health

VI. Activities and Major Accomplishments

The Department was awarded a five-year traineeship by the U.S. Public Health Service for support of students in the environmental health program. The initial award supported three graduate students, and it will increase to a maximum of six. This will provide very valuable support for the growing graduate program.

The Department is joining the Department of Civil Engineering in a proposal for a training program in environmental engineering. This is another example of the interdepartmental program coordination which is an essential feature of the development of the Department of Public Health.

There has been a steady increase in the number of students, both undergraduate and graduate especially in the area of Community Health Education. One of the most significant developments in this area is the adoption of standards for accreditation of community health education programs by the Society of Public Health Educators and the American Public Health Association. The accreditation program should be in operation during the coming academic year, and this Department is one of few academic departments in this country, not in schools of public health, which probably will be eligible for accreditation. Once this program receives accreditation, it will be eligible for support from U.S. Public Health Service in the form of traineeships, etc., such as are available in other public health areas. At present the only health education programs eligible for support are those within schools of public health.

Field training programs in community health education have been established in Boston. As the program develops, there will be a need to establish additional programs in other urban areas.

During the year eight students received the Master of Science degree. The largest number of graduate degrees awarded in any year. All have been employed in positions of responsibility in a hospital or in state or federal health agencies. The demand for students trained at the Masters level far exceeds the supply, clearly justifying expansion of our efforts.

The Department was awarded a grant for extension of the Medical Technology program under the terms of the Allied Health Professions Training Act. Through this plan it has been possible to enrich the Medical Technology program considerably by providing additional teaching materials, augmenting the secretarial service, providing for field trips, etc. A substantial increase in the renewed grant has made it possible to appoint a full-time coordinator for the hospital training program. It is worth noting that without this (? somewhat tenuous) support in clerical services, travel funds, and instructional supplies it would be impossible to support the Medical Technology program at the present level of activity.

VII. Special Projects

One interesting innovation in this year's Medical Technology program was the organization of the hospital lectures for interns in a single coordinated lecture series, attended by interns in all of the hospital programs. Originally scheduled to be held on the campus, the sessions were moved to Holyoke Hospital because of transportation difficulties and severe parking problems on the campus. By combining the resources of all of the hospitals, it was felt that the quality of the lecture series could be improved, with a net saving of some effort on the part of the hospital instructors. The trial was sufficiently successful to warrant its being continued for next year, with modifications on the basis of this first year's experience. There will be wider involvement next year of the students in the hospital internship program in seminars and workshops

A Faculty Research Grant was matched by a grant from the Planned Parenthood Association of Massachusetts to begin a study of population control problems in the Springfield area. This study is serving as a pilot project for a more comprehensive research proposal in the area of the dynamics of population control, which is being studied at present with much interest by both the Ford Foundation and the U.S. Public Health Service. An announcement of substantial support is expected within the coming year.

For the first time, students from this Department have been accepted for the COSTEP program of the U.S. Public Health Service; 3 students will be serving summer internships his year. Other students are serving periods of summer training with the New York Department of Public Health, U.S. Public Health Service in Washington and the Amherst Board of Health.

Departmental members are working in cooperation with representatives from the Labor Center, the Department of Sociology, and the School of Medicine in an exploration of the feasibility of an Institute on Gerontology. Substantial support is available for a project which meets approval at the federal level.

VIII. Future Needs

Most important among the needs of the Department are those for more money and space, a position probably shared by most other departments within the University. The problem of developing a dynamic, well-balanced program of instruction, research, and service in public health is one which must either go forward or be abandoned - it cannot remain static. There is a vast and increasing need for more well-trained workers in public health and an increasingly clear awareness of the need for research into serious public health problems, not only in other parts of the world but in all parts of this country. There is no other public health training facility in a public institution of higher education in New England. If we are to take our place in contributing to the resolution of problems and in providing seriously needed trained students and professionals, we must move ahead with our program; if the decision is not to move ahead, we should stand aside to permit the development of an appropriate resource at one of the other New England institutions.

The previous tentative plan for seeking a Head of Department jointly with the School of Medicine has been abandoned by mutual agreement. It seems clear that departmental development will be soundest if it is accomplished without complete dependence upon any other administrative unit. Interdepartmental cooperation and coordination is essential in many areas, but complete dependence upon any one these other resources would be stifling to the prospects of full development for this Department. Furthermore, the support for the previously proposed joint position has been removed from the the School of Medicine appropriations.

A proposal is being drawn up now for development in the near future of a school of public health. This proposal will be discussed among interested departments within the University and then subjected to critical review by outside authorities prior to being presented to the Board of Trustees. It is our present firm belief that development of a school of public health is inevitable and is the only viable means for the development of a dynamic, comprehensive program at the university level.

There are immediate needs for additional faculty in the present programs of Health Services Administration, Community Health Education, and Environmental Health. The requirement for departmental faculty is totally out of proportion to departmental undergraduate majors, since we have relatively heavy commitment to service courses and in addition have a preponderance of graduate over undergraduate students (except for the Medical Technology program). The need for faculty is especially critical in the Health Services Adminministration area, since instruction and training in this area is required of all public health majors, regardless of area of special interest. Well-qualified applicants in all of these areas are in short supply, so authorization will have to be granted soon to begin recruiting for next year. Immediate space needs are for more laboratory and research area for the Medical Technology and Environmental Health programs. The addition of new faculty next year will require additional faculty office space.

A critical immediate need is for additional competent clerical support for faculty. It is an absurd sense of economy which expects a department with seven full time and additional part-time faculty to operate

efficiently with one clerk typist as the sole source of support and coordination in the departmental office. This is especially unfortunate for a department which has major service and field training responsibilities which require extensive coordination via correspondence etc.

One critical need which should be anticipated now is that for space for expanding departmental activities, especially if we are to develop a school of public health. At present the Department is fragmented with one set of faculty offices and laboratories in the Western Massachusetts Public Health Building, one set of faculty offices and seminar rooms in Draper Hall, and two faculty offices (Environmental Health and Safety) in the Infirmary. As in the case of any other department which hopes to remain well-integrated, it is important that plans be laid for integrating in one physical location as many as possible of these and future departmental activities. It would be ideal to have a segment of the projected Life Sciences Building available for use by the Department. A study of space needs should accompany recommendations for development of a school of public health.

Plans are being made for the introduction of new courses which are necessary to enrich the present programs in areas of deficiency. Among these are courses in urban health problems, advanced school health, humans sexuality, and population dynamics (Community Health Education); advanced occupational health, biological radiation problems, (Environmental Health); public health statistics - full year Health Services Administration; and instrumentation (Medical Technology).

The Department has an opportunity for rich and fruitful development which will permit it to make a significant contribution in the area of public health in the future. Interdepartmental and administrative support should make this readily possible. It is critical that a decision be made on departmental development in the near future so that vigorous recruiting can be done for a Head of Department, to be appointed no later than September 1, 1969.

UNIVERSITY LOANING AGENCY
UNIVERSITY OF MASSACHUSETTS
Amherst, Massachusetts

ANNUAL REPORT

(July 1, 1967 - June 30, 1968)

John C. [illegible]les
Director
June, 1968

GENERAL INTRODUCTION

As the residence area of the Student Personnel Division continues to decentralize, this report will reflect some transitional changes in respect to areas of responsibility. As of the date of this report, the Foreign Student Advisor's report will be directed to the Associate Dean of Students directly. Therefore, items concerning Foreign Student Affairs will not appear in this document. However, our office budget appropriations for the 1967-68 fiscal year will include those of the Foreign Student Advisor.

During the middle of this present fiscal year the Southwest Housing Office changed its reporting lines from the Main Housing Office to the Southwest Area Coordinator's Office. However, both budget appropriations and annual report information for the Southwest Housing Office will appear in this document.

The material covered herein is produced in tabular form for both procedures and accomplishments undertaken or achieved by the total office staff. We expect that our present standard of decentralization will increase rapidly in the months ahead.

I N D E X

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I. APPROPRIATION for the Fiscal Years 1965-66, 1966-67, 1967-68:

	Housing	Foreign Student Affairs	Total
1965-66	$ 3,045.00	$ 2,625.00 ($125.00 of this total was an appropriation from Student Senate for the Foreign Student Reception)	$ 7,905.00
1966-67	$13,472.00	$ 1,775.25 ($825.00 of this total was appropriated from Student Senate funds for the Foreign Student Reception and the Foreign Student Loan Fund and $950.25 was appropriated from the Graduate School for clerical help)	$15,247.25
1967-68	$ 8,098.00	($100.00 for Foreign Student Advisor's travel account. $3,000 for Secretarial services.)	$11,198.00

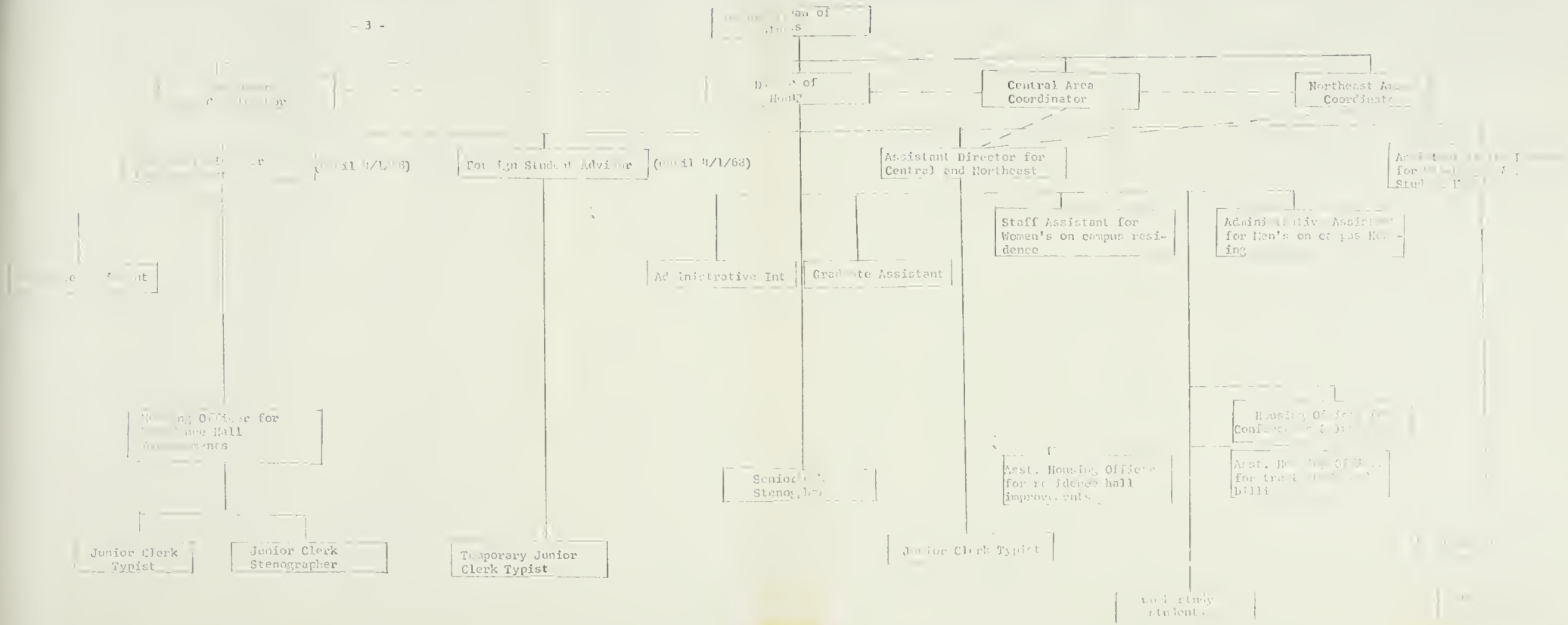
II. PERSONNEL:

Rank	Number in Position
A. September 1965	
Director of Housing	1
Staff Assistants	2
Staff Assistant (Foreign Student Affairs)	1 (As of May 1, 1966)
Administrative Assistant	1
Housing Officer	2 (Inc. 1 as of February 1, 1966)
Assistant Housing Officer	1 (To February 1, 1966)
Senior Clerk Stenographer	1
Junior Clerk Stenographer	1
Temporary Clerk Typist (03)	2 (Foreign Student Affairs)
Temporary Clerk Typist (03)	1 (As of April 26, 1966)
Work Study Students	5 (1 as of June 6, 1966)
Maintenance Helpers	2
B. September 1966	
Director of Housing	1
Staff Assistants	4
Staff Assistant (Foreign Student Affairs)	1
Administrative Assistant	1
Housing Officers	2
Assistant Housing Officers	2 (1 pending as of June 8, 1967)

Senior Clerk Stenographer	1	
Junior Clerk Stenographer	2	(1 pending as of June 8, 1967)
Junior Clerk Typist	1	
Temporary Clerk Typist (03)	1	(Foreign Student Affairs)
Temporary Junior Clerk Typist (02)	1	(From July 1, 1966 to October 1, 1966)
Work Study Students	12	(3 remaining as of June 8, 1967)
Student Administrative Interns	2	(as of June 12, 1967)
Maintenance Helpers	2	(1 transferred out as of January 21, 1967)

C. <u>September 1967</u>

Director of Housing	1	
Staff Assistants	4	
Staff Assistant (Foreign Student Affairs)	1	(transferred out as of December 11, 1967)
Administrative Assistant	1	
Housing Officers	2	
Assistant Housing Officers	3	(1 as of December 17, 1967)
Senior Clerk Stenographer	1	
Junior Clerk Stenographer	3	
Junior Clerk Typist	2	(1 as of March 10, 1967)
Temporary Clerk Typist (03)	1	(Foreign Student Affairs)
Temporary Junior Clerk Typist (02)	1	
Work Study Students	8	
Student Administrative Interns	3	(1 as of June 3, 1968)
Graduate Assistant	1	(terminates June 30, 1968)


Central Area Coordinator
Foreign Student Advisor
Assistant Director for Central and Northeast
Staff Assistant for Women's on campus residence
Administrative Int
Graduate Assistant
Senior Clerk Stenographer
Asst. Housing Officer for residence hall improvements
Junior Clerk Typist
Junior Clerk Stenographer
Temporary Junior Clerk Typist
Junior Clerk Typist

IV. STUDENTS OR CLIENTELE SERVED:

A. September 1965 -

1. Processed residence hall applications for more than 7,000 undergraduate students. This figure includes more than 400 Stockbridge students and over 200 graduate students.

2. Processed assignments for over 800 students in fraternities and sororities.

3. Staff members individually spoke with and processed billing information for over 1300 students who were either commuting from home or living in private accommodations off-campus.

4. Reassigned 450 Stockbridge students to four-year residence halls in preparation for occupancy in September of 1966.

5. Various members of the office staff met with and counseled all of the University's 292 foreign students.

6. Assigned student rooms for 1966 for approximately 9,025 students.

7. Processed over 4,000 Summer School applications for the current year. Of these more than 1,200 were personal contacts.

8. Daily contact with student, faculty and staff members seeking off-campus accommodations totals some 4,500 persons. As many of these individuals may return to this office more than once the actual number of contacts may have reached as many as 8,000.

9. The total office has handled more than 2,000 pieces of correspondence going from the University to other parts of the world.

10. Personally met with or corresponded with more than 150 home owners, landlords, landladies and real estate agents. (Present file of rental listings cards numbers in excess of 1,000).

11. Screened applications for 450 individuals seeking accommodations in University-owned dwellings. Of these 125 assignments were made.

12. Handled bus schedules for field trips and other events for off-campus and out-of-state travel to more than 30 departments on campus.

13. Assisted in preparing residence halls for the occupancy of over 30 conferences which included approximately 8,000 conferees.

14. Helped to secure loans for 38 foreign students, totaling $2,360. (All loans were repaid as of May of 1966).

B. September 1966 -

1. Processed residence hall applications for more than 9,000 undergraduate students. This figure includes more than 500 Stockbridge studen s and over 200 graduate students.

2. Processed assignments for over 850 students in fraternities and sororities.

3. Staff members individually spoke with and processed billing information for over 1400 students who were either commuting from home or living in private accommodations off-campus.

4. Various members of the office staff met with and counseled all of the University's 341 foreign students.

5. We are presently in the process of assigning student rooms for the Fall of 1967 for over 10,000 students.

6. Are presently processing over 4,000 Summer School applications for the current fiscal year. Of these, more than 1,200 will be residing in our halls.

7. Daily contact with students, faculty and staff members seeking off-campus accommodations totals more than 8,400 individuals. As many of these individuals may return to this office more than once, the actual number of contacts may be doubled.

8. The total office has handled more than 2,600 pieces of correspondence going from the University to other parts of the United States and the Globe.

9. Personally met with or corresponded with more than 500 home-owners, landlords, landladies, and real estate agents. (The present file of rental listing cards numbers in excess of 1,100).

10. The total office including Southwest Residential College, the Off-Campus Housing Office, and the Main Office processed well over 1,000 work requests for repairs and

improvements to our residence halls and apartments. This figure does not include the more than 1,200 telephoned emergency work requests that were submitted by both the Main Office and the Southwest Office.

11. Screened applications for over 500 individuals seeking accommodations in University-owned dwellings. Of these, 135 assignments were made.

12. Scheduled bus field trips for academic courses and other events both in and out of state for more than 30 academic departments (over 800 individual bus schedules).

13. Assisted in preparing residence halls for the occupancy of over 45 conferences which includes more than 15,000 conferees.

14. Helped to secure loans for 40 foreign students totaling $2,705.00.

15. Personally conducted tours of the Southwest Residential College for more than 2,600 individuals.

C. September 1967 -

1. Processed residence hall applications for more than 10,000 undergraduate students. This figure includes more than 550 Stockbridge School of Agriculture students and over 300 Graduate students.

2. Processed assignments for over 900 students in fraternities and sororities.

3. Staff members individually spoke with and processed billing information for over 1550 students who were either commuting from home or living in private accommodations off campus.

4. Presently in the process of assigning student rooms for the Fall of 1968 for over 10,000 students.

5. Presently processing over 4,500 summer school applications for the current fiscal year. Of these, more than 1350 will be residing in our residence halls.

6. Daily contact with students, faculty and staff members seeking off-campus accommodations totals more than 9,000 individuals. As many of these individuals may return to this office more than once, the actual number of contacts may be doubled.

7. The total office has handled more than 2,800 pieces of correspondence going from the University to other parts of the United States and the Globe.

8. Personally met with or corresponded with more than 600 home-owners, landlords, landladies and real estate agents. (The present file on rental listing cards numbers in excess of 1100.)

9. The total office, including Southwest Residential College, the Off-Campus Housing Office and the Main Office, processed well over 1450 work requests for repairs and improvements to our residence halls and apartments. This figure does not include those emergency telephone calls for work requests made by these various offices.

10. Screened applications for over 600 individuals receiving accommodations in University-owned dwellings. Of these, over 100 assignments were made.

11. Scheduled bus field trips for academic courses and other events both in and out of state for more than 30 academic departments. (over 750 individual bus schedules)

12. Assisted in preparing residence halls for the occupancy of over 40 conferences which includes more than 15,000 conferees.

13. Personally conducted tours of the Southwest Residential College for more than 100 individuals.

14. One member of the staff coordinated summer freshman orientation programs with other campus Student Personnel Offices. This involved approximately 3,000 incoming freshmen.

V. PUBLICATIONS, RESEARCH GRANTS, RESEARCH PROJECTS AND OTHER PROFESSIONAL ACTIVITIES:

A. Published a brochure entitled "Off-Campus Privately Owned Housing" (see appendix)

B. Published through the Offices of Institutional Studies a monograph entitled "Keysort - An Aid to University Housing" (see appendix)

C. Presented an investigative document entitled "Residence Hall Student License and Deposit System" (see appendix)

D. Delivered a paper at the 19th annual meeting of the Association of College and University Housing Officers entitled "A Descriptive Analysis: The University of Massachusetts' Residential Colleges 1963-1970" (see appendix)

E. Presently preparing material in preparation for a presentation at the 1968 annual meeting of the Association of College and University Housing Officers.

VI. MAJOR ACCOMPLISHMENTS during the fiscal year 1967-68:

A. Publication of heretofore mentioned brochures and papers.

B. Development of a new room selection and billing card for upperclass residence hall students. Also developed a new room choosing procedure for these upperclass students. Due to these two new items the office was able to reduce the length of room choosing by 50%.

C. Continued to develop close coordination between the Student Senate Services Committee while in the process of developing new residence repairs and refurbishings programs.

D. Will be re-opening, in September 1968, the first of our completely renovated residence halls under the above mentioned repairs and refurbishings programs.

E. Have developed an especially good working relationship with all residence hall staffs.

F. Processed well over 1450 work requests for residence halls and apartments repairs and improvements.

G. Inspected over 400 University-owned apartments and processed all of the necessary work involved.

H. Participated as a member of the Foreign Student Committee.

I. Coordinated efforts resulted in a highly succesful Fall Foreign Student reception.

J. Published, by the Office of Institutional Studies, a monograph entitled "Keysort - An Aid to University Housing" (see appendix)

K. Continued to upgrade interior and exteriors of University-owned apartments.

L. Have submitted articles for national distribution in the National Association of College and University Housing Officers Newsletter.

M. One member of the staff remains active in the Southwest Coordinating Committee.

N. All office members continued to develop close-working relationships with various architectual and interior design firms for residence hall construction.

VII. SPECIAL PROJECTS OR PROGRAMS OPERATED BY THE UNIVERSITY OF MASSACHUSETTS HOUSING OFFICE during the 1967-68 fiscal year:

A. One member of the staff participates as a Faculty Fellow in the Southwest Residential College.

B. Development of a recommendation for a Residence Hall License and Deposit System.

C. Coordinated efforts helped to develop "Project 10".

D. Coordinated efforts presently helping to develop a psychological study concerned with roommate compatibility.

E. Helped to develop a "Special Group" residence hall.

F. Helped to develop and assign students for "Quiet House"

G. Coordinated efforts helped to develop several fraternity and sorority special placement groups.

H. Coordinated efforts resulted in a smooth exchange student program.

VIII. FUTURE PLANS AND NEEDS

A. The establishment of a Student Affairs Business Manager with direct responsibilities and authority for residence hall business and related functions. This individual, with a staff consisting of a bookkeeper, an accountant and a Junior Clerk Stenographer, would have direct responsibility for:

1. Inventory control in residence halls.
2. Trust fund allocations and dispursements.
3. Budget allotments for State and UMass Building Authority residence halls.
4. Billing for residence hall student damage and keys.
5. Responsibility for all other physical areas of the Student Affairs division of the Student Personnel Department.

B. The further development of a decentralized operation for residence hall affairs. Certain vacancies still exist in the area of residence hall trust funds.

C. Although it has been mentioned by this and other offices in the past, there still remains a need for residence hall area maintenance and handyman crews under the direct supervision of the area offices. It is recommended that this staff include various labor tradesmen, such as carpenters, painters, machinists, plumbers, and electricians. In addition to this, it is also recommended that other personnel should be included such as upholsterers and seamstressesfor the repair of certain types of furniture and drapes in our residence halls.

D. The possible transfer of assignments to the Graduate House from the Housing Office to the Graduate School. This program might effectively reduce certain duplicated efforts now being carried out by both the Housing Office and the Graduate Office.

IX. APPENDIX

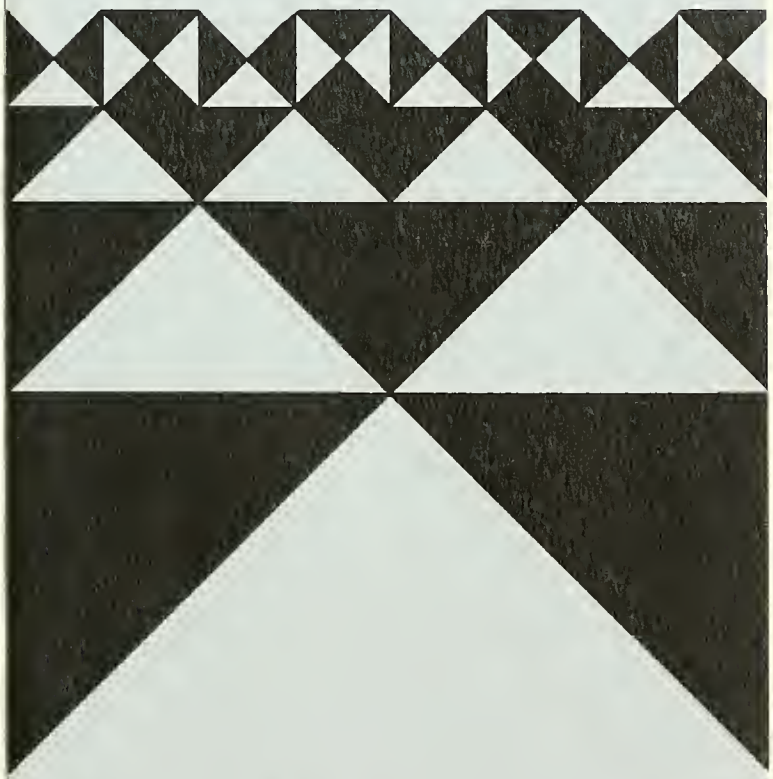
A. "Off-Campus Privately Owned Housing" brochure

B. Residence Hall Student Room License and Damage Deposit System

C. "Keysort - An Aid to University Housing" monograph

D. "A Descriptive Analysis: The University of Massachusetts' Residential Colleges 1963-1970"

Off-Campus Privately-Owned HOUSING



Housing Office

Whitmore Administration Building
University of Massachusetts
Amherst, Massachusetts 01002

Telephone (413) 545-2785

SERVICES PROVIDED

Faculty, staff, graduate students, and undergraduate students of the University who seek off-campus accommodations may obtain assistance from the Housing Office. Provided are:

1. A card file of landlords who have apartments, houses, and rooms for rent and information about houses for sale.

2. Rental listings of local realtors, classified newspaper rentals, and a bulletin board where persons seeking a roommate may advertise.

3. Information about used furniture, local realtors, brochures of apartment developments, and maps of the area.

Because rental listings change quite rapidly and most landlords prefer to meet a prospective tenant in person, it is impractical to send "lists" of rental accommodations by mail. In addition, because personal requirements and tastes vary so widely, the Housing Office is unable to reserve off-campus rentals for persons; all contacts and exchanges of money are made directly between the renter and the landlord. The Housing Office does attempt to remove rental listings when they are no longer available, but because of the high rental turnover it cannot guarantee the current availability of off-campus listings.

If you find it inconvenient to visit Amherst, the Housing Office will be pleased to assist someone that you have asked to represent you, such as a friend, relative, or department associate. If you ask someone to represent you, please give them your specific requirements and the maximum rent, including utility cost, that you are able to pay.

TYPES OF HOUSING

The rapid expansion of the University has resulted in a serious shortage in off-campus housing. Apartments and houses in the University area are often very difficult to find; moderate priced rentals within five miles of the University are usually taken early. The best time to look for housing is in June and July at which time the greatest number of vacancies occur. You should plan to spend a few days in Amherst because housing arrangements can seldom be made in one day or by letter.

There is a great variation in the quality and price of rentals. Most apartments and houses listed are not furnished; a few do not have a stove or refrigerator. Most apartments listed are in converted private homes, but a few are in apartment buildings. Rooms that allow cooking privileges or the use of a hot plate are more difficult to obtain.

Rents are usually in the following ranges:

Furnished Rooms	-	$ 45 to $ 60 per month
Furnished Apartments	-	$110 to $200 per month
Unfurnished Apartments	-	$100 to $190 per month
Unfurnished Houses	-	$150 to $250 per month

Room rents usually include heat and electricity, but apartment and house rents often do not include these utilities.

LANDLORD - TENANT AGREEMENTS

The Housing Office urges you to pay a deposit and get a written agreement of occupancy when you decide to rent a room, apartment, or house. This is particularly important if you do not intend to occupy the rental for several months. Although it is not required, the Housing Office strongly recommends that landlords and tenants make a written rental agreement before occupancy to avoid possible future misunderstanding about the rental terms. Specific information can be obtained from the Housing Office about what points should be discussed and agreed upon before occupancy.

DISCRIMINATION

Landlords may select their tenants by having requirements that apply to all University persons, but they may not discriminate because of race, religion, color or national origin. All landlords who list their rentals with the Housing Office have signed a pledge of non-discrimination. If you believe you have been refused housing because of discrimination, please notify the Housing Office.

NEWSPAPERS

Private rental listings in the University area can be obtained from the following newspapers:

Amherst Record Journal (weekly), 109 Main St., Amherst

Daily Hampshire Gazette (daily), Armory St., Northampton

Greenfield Recorder Gazette (daily), 397 Main St., Greenfield

Belchertown Sentinel (weekly), North Main St., Belchertown

ADDITIONAL INFORMATION

Direct inquiries to:

Housing Office
Whitmore Building
University of Massachusetts
Amherst, Massachusetts 01002

Phone: 413-545-2785
Office Hours: 8:30 a.m. to 5:00 p.m.
Monday to Friday, Holidays excluded.

REAL ESTATE AND RENTAL AGENTS

AS OF MAY 1968

Publication of the following list of real estate agents by the Housing Office of the University of Massachusetts does not constitute an endorsement of these firms except to acknowledge that they have signed a statement that they will not discriminate against University persons because of race, religion, color or national origin. (Note - R indicates rentals; S indicates sales.)

Name	Address	Phone	Type
AMHERST			
William Aubin, Inc.	239 Triangle St.	256-6344	RS
Robert Brown Rl. Est.	320 N. Pleasant St.	253-5555	RS
Raymond W. Campbell	27 N. Pleasant St.	256-8141	RS
William A. Ezbicki	894 West St.	253-5198	RS
D. H. Jones	279 Amity St.	256-8181	RS
Kamins Real Estate	55 S. Pleasant St.	253-2515	RS
Hans Kellerman Rl. Est.	63 N. Pleasant St.	253-7471	RS
Benjamin Page Rl. Est.	311 West St.	256-6746	RS
Robert Shumway	309 E. Pleasant St.	253-3995	R
Simon Poverman Agcy.	370 Northampton Rd.	253-7142	R
Scott Real Estate Agcy.	194 Amity St.	253-3421	RS
Vernon R. Tessier	20 Hartman Rd.	253-5283	S
Town & Country Rl. Est.	363 Main St.	253-5192	RS
Vadnais Builders, Inc.	Chief Justice Stone Estates	256-8330	S
BELCHERTOWN			
Jackson & Harrington Real Estate	Woodhaven Dr.	323-7754	RS
Don Shaw Realtors	Main St.	323-7465	RS
Ralph W. Trombly Agcy.	236 N. Main St.	323-6610	S
EASTHAMPTON			
Geryk Real Estate	46 Union St.	527-3977	RS
O'Brien-Craig Rl. Est.	103 Main St.	527-0588	RS
Walter Szary Agcy.	77 Main St.	527-9292	RS
FLORENCE			
Bernard S. Joyce Rl. Est.	9 N. Main St.	584-5123	RS
GREENFIELD			
Cohn & Levitch	269 Main St.	774-4371	RS
Skibiski Realty	57 Federal St.	774-2701	RS

Name	Address	Phone	Type
HADLEY			
Farrick Real Estate	293 Russell St.	584-0374	RS
Grabiec Real Estate	Route 47	584-7200	RS
Pioneer Realty	102 Rocky Hill Rd.	253-2957	RS
Tomlinson Builders	150 Mt. Warner Rd.	253-2084	S
MONTAGUE			
Carroll A. Strysko	N. Leverett Rd.	367-2361	S
NORTHAMPTON			
A-Z Rental Agency	100 Main St.	584-1987	R
Felix W. Borawski Rl.Est.	25 Main St.	584-8639	RS
Descarage Rl. Est.	23 Munroe St.	584-9033	RS
Bernard J. Ells	259 Elm St.	584-7660	S
Peter D. Foley Rl. Est.	245 Main St.	584-7000	RS
Hampshire Realty Co.	41 Main St.	584-1913	RS
Frank D. Lawrence Agcy.	304 King St.	584-0164	RS
Martha Simison Rl. Est.	190 Round Hill	584-2080	RS
PALMER			
Marion Allen Rl. Est.	Ware Rd.		RS
SOUTH DEERFIELD			
E. F. Perkins (Strout Realty)	Route 116	665-2172	RS
SOUTHAMPTON			
Charles W. Taylor Agcy.	College Highway	527-3862	RS
Frank D. Wayne, Realtor	High St.	527-2354	RS
SUNDERLAND			
Sanborn Rl. Est.	South Main St.	665-2154	RS
Skibiski Realty	Route 116	253-7222	RS
TURNERS FALLS			
Chester J. Sokolosky	56 Fourth St.	863-9443	S
WEST HATFIELD			
F. W. Cole, Jr.	Horse Mountain	584-6640	S
WILLIAMSBURG			
Culver Real Estate	Ashfield Rd.	268-7077	RS
Jeanne Hemenway, Realtor	Main St.	268-7423	RS

B

PRIVATE APARTMENT DEVELOPMENTS

AS OF MAY 1968

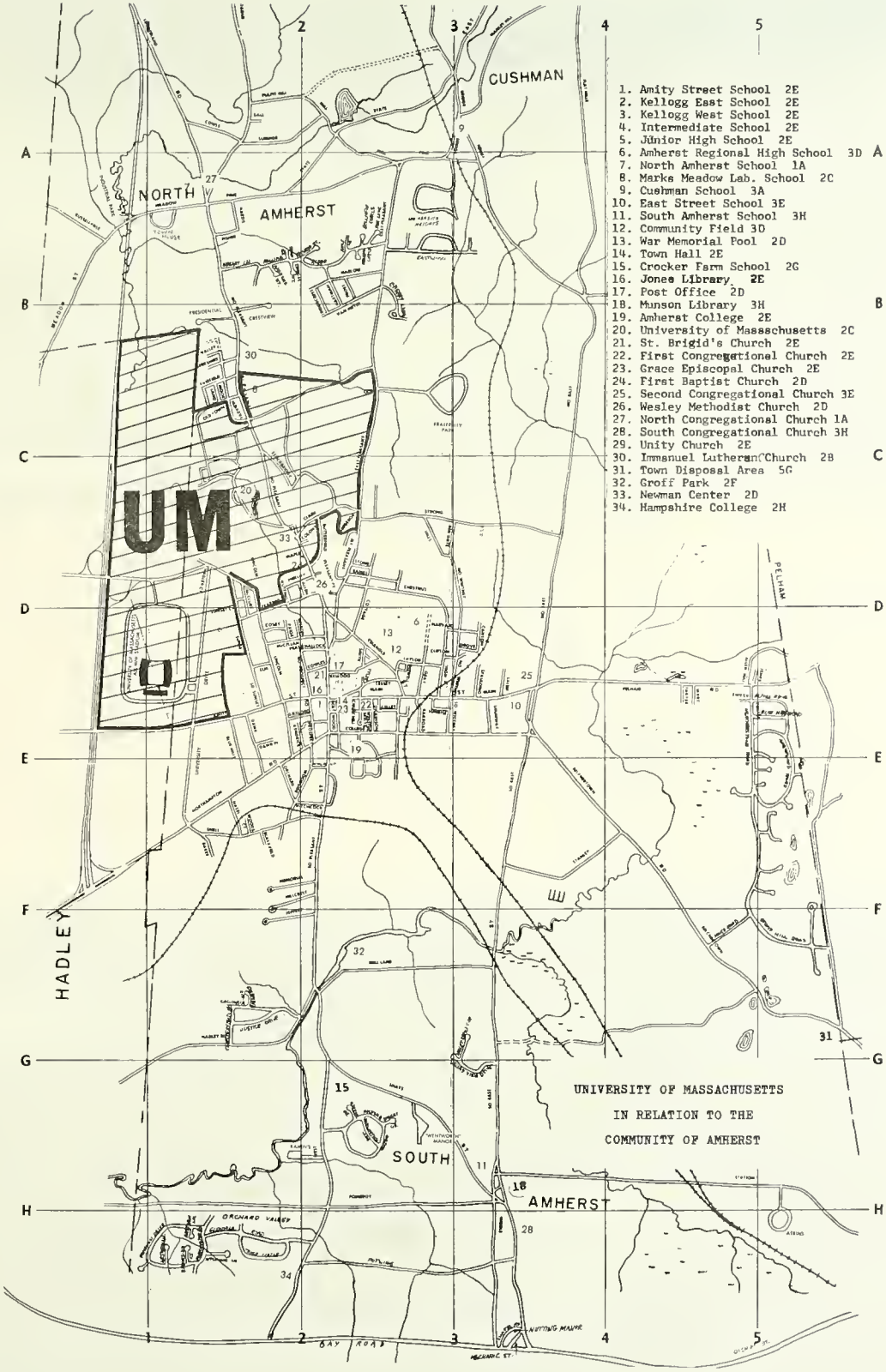
Within the past few years several garden apartment type developments have been built near the University. The University does not necessarily endorse these accommodations, but it does attest that the rental agents have agreed to adhere to the University policy on non-discrimination because of race, religion, color or national origin. Specific information about availability, rent, features, brochures, etc., should be obtained directly from the rental agents whose business addresses appear on pages 3 & 4. (Rental agents are located in the same town as the development unless otherwise indicated). The developments in alphabetical order are:

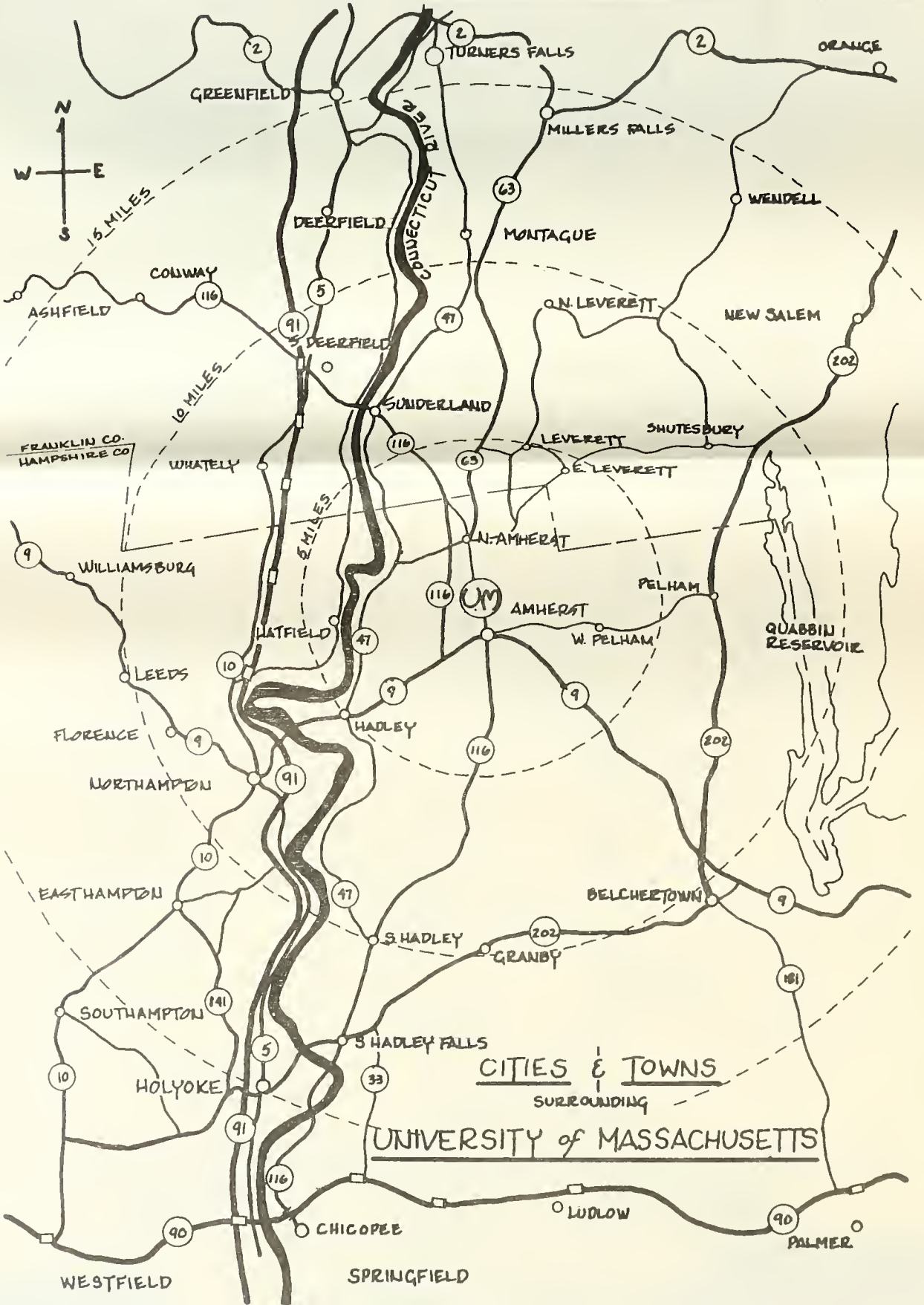
DEVELOPMENT NAME (RENTAL AGENT)	TENANTS ACCEPTED*	(NO. OF UNITS), SIZE, RENT/MO.**
Amherst Motel Apts. Route 9 Amherst, Mass. (Kamins Real Estate)	MF,MS,SF,SGM, SGW,SUM,SUW, C.	(20) 2½ Rm (1Br.) $140 inc., furnished
Berkshire Apartments 91 Smith Street Greenfield, Mass. (Cohn & Levitch)	MF,MS,SF,SGM SGW,SUM,SUW, C.	(16) 1 Rm (Studio) $90-110 inc. (15) 3 Rm (1Br.) $125-145 inc. (14) 4 Rm (2Br.) $155-170 inc.
Bryan Town House Bryan Avenue Easthampton, Mass. (Walter Szary Agency)	MF,MS,SF,SGM, SGW,SUM,SUW, C,P.	(10) 4 Rm (2Br.) $130 inc.
Cliffside Apartments Route 116 Sunderland, Mass. (Paul Hodgkins, Apt. #A-11, 256-6436)	MF,MS,SF,SGM, SGW,SUM,SUW, C.	(33) 2½ Rm (1Br.) $110-115 inc. (33) 3½ Rm (2Br.) $130-135 inc.
Colonial Village 77 Belchertown Road Amherst, Mass. (Kamins Real Estate)	MF,MS,SF,SGM, SGW,SUM,SUW, C.	(56) 3 Rm (1Br.) $120-125 inc. (152) 4 Rm (2Br.) $140-145 inc.
Crestview Apartments 1001 N. Pleasant St. Amherst, Mass. (Robert Malone, Apt. #16, 549-0108)	MF,MS,SF,C.	(28) 3 Rm (1Br.) $130 inc. (16) 4 Rm (2Br.) $150 inc.
Crown Pt. Garden Apts. 370 Northampton Road Amherst, Mass. (Simon Poverman Agcy., Same Address, 253-7142)	MF,MS,SF,SGM, SGW,C,P.	(40) 3 Rm (1Br.) $140+ (40) 4 Rm (2Br.) $170+
Echo Hill Town Houses Belchertown Road Amherst, Mass. (William Aubin, Inc.)	MF,MS,SF,C.	(64) 5 Rm (2Br.) $185 inc. (46) 6 Rm (3Br.) $225 inc.
Field Apartments Main Street Ashfield, Mass. (E. F. Perkins, Strout Realty)	MF,MS,SF,SGM, SGW,SUM,SUW, P.	(5) 3 Rm (1Br.) $75+ (2) 4 Rm (2Br.) $85+
Halcourt Gardens Hallock Street Amherst, Mass. (Robert Shumway)	MF,MS,SF,SGM, SGW	(8) 3 Rm (1Br.) $140 inc. (20) 4 Rm (2Br.) $160 inc.

DEVELOPMENT NAME (RENTAL AGENT)	TENANTS ACCEPTED*	(NO. OF UNITS). SIZE, RENT/MO.**
Hobart Apartments Hobart Lane Amherst, Mass. (D. H. Jones)	MF,MS,SF,C.	(2) 5½ Rm (2Br.) $160+ (6) 6 Rm (3Br.) $170-180+ (15) 6 Rm (3Br.) $230 inc.
Laurel Ridge Garden Apartments 312A Hatfield St. Northampton, Mass. (Simon Poverman Agcy., Same Address, 584-1910)	MF,MS,SF,SGM, SGW,C,P.	(36) 3 Rm (1Br.) $135+ (36) 4 Rm (2Br.) $165+
Mayflower Apartments Route 9 (near Amherst line) (Robert Brown Rl. Est., Amherst)	MF,MS,SF,C.	(12) 4 Rm (2Br.) $135+
Mill Hollow Apts. Summer Street N. Amherst, Mass. (Paul Hodgkins, Apt. #A-11, Cliffside Apts., Sunderland, 256-6436)	MF,MS,SF,SGM, SGW,SUM,SUW, C.	(28) 2½ Rm (1Br.) $105 inc. (28) 3½ Rm (2Br.) $120 inc.
177 Apartments 177 N. Pleasant St. Amherst, Mass. (D. H. Jones)	MF,MS,SF,P.	(16) 2½ Rm (1Br.) $110+
Pioneer Valley Apts. Old Amherst Road Sunderland, Mass. (Farrick Rl. Est., Hadley)	MF,MS,SF,C.	(20) 4 Rm (2Br.) $125+
Presidential Apartments 1107 N. Pleasant St. Amherst, Mass. (Kamins Real Estate)	MF,MS,SF,SGM, SGW,SUM,SUW, C.	(35) 3 Rm (1Br.) $140+ (42) 4 Rm (2Br.) $160+ (4) 5 Rm (3Br.) $185+
Puffton Village Apts. 1040 N. Pleasant St. Amherst, Mass. (Resident Manager, 549-0145)	MF,MS,SF,SGM, SGW,SUM,SUW, C,P.	(52) 4 Rm (1Br.) $130 inc. (27) 5 Rm (2Br.) $165 inc. (27) 6 Rm (3Br.) $195 inc.
Towne House of Amherst 50 Meadow Street N. Amherst, Mass. (D. H. Jones or Raymond Campbell)	MF,MS,SF,C, P.	(46) 4½ Rm (2Br.) $180 inc. (46) 5½ Rm (3Br.) $220 inc.
Town House Manor Easthampton, Mass. (O'Brien-Craig Rl. Est.)	MF,MS,SF,SGM SGW,SUM,SUW, C.	(10) 2 Rm (1Br.) $100 inc. (10) 3 Rm (1Br.) $115 inc. (22) 4 Rm (2Br.) $115+

* (MF) Married Faculty, (MS) Married Students, (SF) Single Faculty, (SGM) Single Graduate Men, (SGW) Single Graduate Women, (SUM) Single Undergraduate Men, (SUW) Single Undergraduate Women, (C) Children, (P) Pets.

** Bath not included in size description; inc. indicates electricity included.


1. Amity Street School 2E
2. Kellogg East School 2E
3. Kellogg West School 2E
4. Intermediate School 2E
5. Junior High School 2E
6. Amherst Regional High School 3D
7. North Amherst School 1A
8. Marks Meadow Lab. School 2C
9. Cushman School 3A
10. East Street School 3E
11. South Amherst School 3H
12. Community Field 3D
13. War Memorial Pool 2D
14. Town Hall 2E
15. Crocker Farm School 2G
16. Jones Library 2E
17. Post Office 2D
18. Munson Library 3H
19. Amherst College 2E
20. University of Massachusetts 2C
21. St. Brigid's Church 2E
22. First Congregational Church 2E
23. Grace Episcopal Church 2E
24. First Baptist Church 2D
25. Second Congregational Church 3E
26. Wesley Methodist Church 2D
27. North Congregational Church 1A
28. South Congregational Church 3H
29. Unity Church 2E
30. Immanuel Lutheran Church 2B
31. Town Disposal Area 5G
32. Groff Park 2F
33. Newman Center 2D
34. Hampshire College 2H
CUSHMAN
NORTH AMHERST
UM
HADLEY
SOUTH AMHERST
PELHAM
ORCHARD VALLEY
BAY ROAD
NETTING MAUR.
UNIVERSITY OF MASSACHUSETTS
IN RELATION TO THE
COMMUNITY OF AMHERST


CITIES & TOWNS
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FRANKLIN CO.
HAMPSHIRE CO.
TURNERS FALLS
ORANGE
GREENFIELD
MILLERS FALLS
WENDELL
DEERFIELD
MONTAGUE
CONWAY
ASHFIELD
N. LEVERETT
NEW SALEM
S. DEERFIELD
SUNDERLAND
SHUTESBURY
LEVERETT
E. LEVERETT
WHATELY
N. AMHERST
WILLIAMSBURG
PELHAM
AMHERST
W. PELHAM
QUABBIN RESERVOIR
HATFIELD
LEEDS
HADLEY
FLORENCE
NORTHAMPTON
EASTHAMPTON
BELCHERTOWN
S. HADLEY
GRANBY
SOUTHAMPTON
S. HADLEY FALLS
HOLYOKE
LUDLOW
CHICOPEE
PALMER
WESTFIELD
SPRINGFIELD

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UNIVERSITY OF MASSACHUSETTS, AMHERST

RESIDENCE HALL ROOM LICENSE

INTRODUCTION

The Residence Hall Room License is a binding agreement between the University of Massachusetts, Amherst. and the subsequently defined student.

In addition, the Residence Hall Room Application, the Residence Hall Room Assignment Acknowledgement, and the Room Security Deposit, are considered to be part of this license. The license may not be transferred, nor may any student sub-let his residence hall room to another person. Violation or breach of this license may result in the cancellation of the license.

HOUSING REQUIREMENT

Undergraduate students, who are considered to be full time or reduced load degree students, are required to live in a University residence hall unless they commute from the home of a parent or guardian or unless special permission to live off campus has been obtained from the License Committee. Space permitting, all other classifications of students may request a room assignment by making application to the University Housing Office.

Seniors and other students who will reach 21 years of age during a given semester, may request permission from their Area Coordinator to live off-campus. Intention to request this option must be documented with the Area Coordinator's Office no later than the beginning of second semester room choosing in November or the beginning of fall room choosing in April.

ROOM OCCUPANCY

Licenses are for one year (two semester) unless the student (a) withdraws from the University, (b) is not eligible to occupy a residence hall room, or (c) documents with the Area Housing Officer no later than the beginning of second semester room choosing in November his request to terminate the contract for the second semester. Forms for this request are available in the Area Coordinator's Office.

The terms of this license apply to the initial assignment plus any subsequent approved room assignments or transfers. If a student desires to change rooms within a residence hall, prior approval of the Head of Residence is required. If a student desires a change between residence halls, prior approval of the Head of Residence in both residence halls, and the Area Housing Officer, is required.

Rooms may be occupied any time after 1:00 P.M. of the day preceding the first day of upperclass registration for each semester. Special arrangements may be made for those students who must move into their rooms prior to this time (incoming freshmen, etc.). Rooms must be vacated immediately after graduation or at the termination of this license if the date is other than the end of the semester. Students are expected to vacate their rooms 24 hours after their last examination, but no later than 6:00 P.M. on the day of the last University examination.

Room rent does not include occupancy when the University is not in session. Students who desire to live in a residence hall during this time, and have a legitimate reason for doing so, may make application to the appropriate Area Coordinator. When the University is not in session, it reserves the right to use student rooms to house conference and other personnel. Residents will be given advance notice in such cases.

ROOM ASSIGNMENTS

The assignment of rooms in all residence halls is under the supervision of the Housing Office. Each spring, upperclass students have an opportunity to choose rooms for the following academic year. Freshmen are assigned rooms and notified of their assignment prior to the beginning of their first semester. The University may assign students at its discretion. If necessary, it may assign students to rooms above normal occupancy.

A Room Security Deposit of $50.00 will be paid to the University when the student requests a room in the University residence halls. This, in addition to the signed license, must be received by the University before a room assignment is finalized. Room Security Deposits are not deductible from room rent. The $50.00 Security Deposit will be returned when the student terminates with the Residence Hall System.

ROOM FURNITURE

All University Residence Halls are provided with the following furniture: mattresses and mattress cover, dressers, desks, desk chairs, closets, and a mirror. Fire proof lamps and wastebaskets must be supplied by the student. In addition to the above, the University provides its residential colleges with study lamps, an easy chair, wastebasket and draperies.

Each student must supply a pillow, linen and blankets, or these can be rented from a local agency. Students care

for their own rooms and will be held responsible for misuse of and damage to residence hall property. Where provided, pictures, posters, and other hanging objects should be affixed to the molding strip that is attached to the room wall at ceiling height. In rooms where this molding strip is not provided, use masking tape only.

To insure proper ventilation and heat transmittal, do not place objects on radiators or convector vents.

Occupants should not affix anything to the back of room and/or wardrobe doors, remove screens from windows, or alter or add to any existing residence hall electrical systems. Alterations to any area of a residence hall room are permitted only after written permission has been obtained from your Area Housing Officer. Report all damages to University residence hall property to your Head of Residence as soon as you are aware of them. It may avoid unnecessary damage charges.

CONDITIONS FOR REFUND OF ROOM RENT

Failure of a student to register or to occupy an assigned room at the beginning of a semester does not terminate or cancel the terms of this license. Such action will result in the forfeiture of the Room Security Deposit unless the reason for termination of the license is included below.

Room rent refunds are made to students for the following conditions only:

A. Full Room Rent Refund
   1. Before occupancy, when the student is not permitted to register because of academic or disciplinary reasons.
   2. Before occupancy, when the University is unable to provide housing.

B. Partial Room Rent Refund
   1. Involuntary induction into the Armed Forces.
   2. Student teaching, if not within commuting distance as defined by the supervising department.
   3. Recall of an alien student by a national government.

Requests for license termination and/or partial room rent refund must be made in writing to the License Committee. Forms for this request are available in the Area Coordinator's Office.

Return of any room rent, other than the full amount, will be computed as follows: part of a week means any portion of a week that falls between Sunday to Saturday.

A. During the Fall and Spring semester, the University will retain 6% of the total fee for every week or part of a week prior to the date of termination of this license.
B. The University will refund 20% of the room rent if the student has involuntarily occupied, since semester registration, until November 1 for the Fall semester and March 1 for the Spring semester, a room which is above normal occupancy limits as defined by the University. No refund will be made if the student has moved before these dates, or if a suitable offer has been made, before these dates, to move to an available normal occupancy room.

All applications for a room rent refund should be submitted to the Area Housing Officer. If at the termination of this license, the student has not paid the full required room rent, and is eligible for a room rent refund, the student is responsible for paying to the University the difference between the room rent not paid and the refund computed by A and B above.

RESIDENCE HALL REGULATIONS

To provide security of person and property, the doors of all student residence halls will be locked at midnight Sunday through Thursday and at 1:00 A.M. Friday and Saturday nights. An individual within each designated group of residence halls will be on duty throughout the night for security purposes; telephone and desk duty in each residence hall will be assumed by student employees during the hours when late returning students require such service.

A resident in University housing may occasionally host an overnight guest of the same sex for brief periods. The hosting student must secure and give to the floor counselor the written permission of the resident whose bed is to be pre-empted. The hosting student is responsible for the guest, and must be in residence during the guest's stay. The names of the hosting students and guest will be available to the indicidual on desk duty after hours and to the security attendants.

Each house government establishes its own quiet hours, typing and music hours, and is responsible for standards governing use and care of the kitchenette, within standards set by the University Office of Environmental Health and Safety.

The University refrains from casual inspection of student rooms out of respect for the student's need for privacy. Authorized staff members may enter students' rooms to make repairs and improvements, and to conduct inventories. Such entry will, insofar as possible, be arranged in advance with the residents. Staff members may not conduct casual inspections of rooms (unless proper advance authorization is secured) except in cases of emergency - e.g. fire, water damage, illness or injury, etc. Rooms may be visited in cases of suspected or alleged violations of health and safety regulations of the University and/or Commonwealth.

REMOVAL FROM A RESIDENCE HALL

If any student demonstrates that his continued presence is disruptive to the reasonable organization and continuity of the residence hall, and that his continued presence impairs the privacy or other rights of students of that hall, he may be removed from the hall. It should be used only when the student cannot or will not adapt to the regulations and procedures of the hall and when the combined efforts of house government and residence hall staff have been to no avail. He shall be provided as wide a choice of other halls as may be practicable and appropriate.

REMOVAL FROM THE RESIDENCE HALL SYSTEM

When a student has demonstrated his inability to adjust to residence halls in a manner which indicates no real expectation of reasonable adaptation to any University residence hall, he may be required to leave the system of residence halls and seek off-campus housing.

ENVIRONMENTAL HEALTH AND SAFETY REGULATIONS

Electrical - All appliances with exposed heating elements, or which can become excessively hot, are potential fire hazards. High-wattage appliances will seriously overload the wiring within the individual rooms. Therefore, the use of appliances such as irons, sunlamps, hair driers, hot plates, exposed coils, toaster, coffee-makers, popcorn poppers, or major kitchen-type appliances, including refrigerators of any size are specifically prohibited in student rooms and may be used only in specifically designated areas in kitchenettes, laundries, or utility rooms. Hair driers may be connected to corridor heavy-duty outlets. Lamps, a radio, record player, fan, blanket, heating pad, or a table model TV with self-contained antenna and a picture tube size not to exceed 19 inches are allowed in student rooms. Electrical cords and plugs must be in safe condition.

Fire Safety - All residents are responsible for knowing the sound of the house fire alarm and for leaving the building immediately when it sounds. Smokers must provide adequate ashtrays and use caution. Smoking in bed is a serious fire hazard. Only metal wastebaskets are permitted in student rooms. Firearms, ammunition, fireworks, and illegal weapons are not permitted in residences.

Food - Perishable foods may not be stored in student room. Any other food items kept in rooms must be stored in closed containers to avoid attracting and harboring insects, and to prevent contamination of food.

Kitchenettes - Kitchenettes are provided for house social functions and for preparing light individual snacks when permitted by the house governing body. The preparation of meals and the storage by individuals of perishable foods, such as meat or milk, in the kitchenette refrigerator is prohibited. The house government is responsible for seeing that residents maintain the kitchenette in a clean and orderly condition. Abuse of the kitchenette facilities, or the failure to maintain proper cleanliness, constitutes justification for closing the kitchenette except for official house functions.

Sanitation - Occupants are responsible for the cleanliness of their respective rooms. No live animals or insects may be kept in residence halls. Temporary exception is allowed only under prescribed conditions for students taking Zoology 200. For further details, consult the Director of Environmental Health and Safety (Infirmary), or the Fire and Safety Officer (Security Bldg.)

STUDENT RESPONSIBILITY

Students living in residence halls are expected to abide by State, Federal, and local laws, as well as University, Student Government, and Residence Hall Government regulations.

Students, regardless of age, are not permitted the use of (or possession of) alcoholic beverages in any housing which accommodates students in residence.

All property must be removed when this license is terminated, and the Residence Hall Room Key turned in to the Head of Residence.

UNIVERSITY RESPONSIBILITY

After termination of this license, the University reserves the right to dispose of or send C.O.D. to the last known student address, any student property that is left in any room or storage area. Further University responsibility will then cease.

The University will adhere to State, Federal, and local laws pertaining to cohabitation.

The University will be responsible for providing utility services and maintenance.

It is not possible for the University to carry insurance which will compensate students or their families for losses suffered on the campus due to fire, theft, water damage, etc. For most families such insurance is highly desirable, either as an extension of current home insurance or as a special contract.

Name ..... Student No. ..... Building Code .....

In consideration of the assignment to me of a room for the academic year, 1968-69 I hereby accept a license to occupy said room in accordance with and subject to the terms and conditions hereof and the rules, laws, and practices of the University of Massachusetts. I agree to pay per semester the fee established for said room. I further agree that the fee for each academic semester shall be debt due upon receipt of bill from the University, payable pursuant to University rules.

I agree that I have no interest or estate in the realty but only a licence to occupy said room.

Signature ..... Date ..... Room No. .....

UNIVERSITY OF MASSACHUSETTS

MEMORANDUM

From: Michael A. West Date: March 7, 1968

To: Mr. Robert Brand Associate Treasurer

Subject: Room Security Deposit

As requested, I am submitting to you and Treasurer Johnson an explanation of the proposed Room Security Deposit (See attached memorandum to Mr. Norman Menegat) and a recommendation as to how this Security Deposit could be collected and used.

I. Collection of the Security Deposit

A. The Housing Office will be the sole collecting agent.

1. Checks will be mailed directly to the Housing Office.

2. The Housing Office will keep a daily account of the number of checks and dollar amount received (see attached Security Deposit Collection procedure.)

3. The Housing Office will daily deposit the checks with the Cashier's Office and will receive a receipt from that office for the number of checks and the dollar amount deposited

4. Housing will keep an account of who has and has not paid the security deposit; a daily and monthly ledger on amounts received and refunded; and, a file of receipts from the Cashier's Office.

5. The Housing Office will initiate Security Deposit refunds by notifying the Cashier's Office in writing.

II. The Security Deposit Account

A. At 95% occupancy, a $50.00 Security Deposit would create (approximately) a $550.000 account.

1. The Residence Hall Staff is of the opinion that this money be established in a general account, not a project account, and that this general account be able to accrue interest.

2. The Residence Hall Staff also recommends that

the interest from the $550.000 be used in a way which would clearly benefit the student body.

a. It has been suggested that the interest gained from this account, be used for financial aid or area programming (area newspapers, special events, etc.)

3. As mentioned in the attached memorandum to Mr. Menegat, if a student fails to show up to occupy a room, either at the beginning of the Fall or Spring semester, he/she forfeits the $50.00 Security Deposit. It is further recommended that this forfeited money become a part of the general account and be used along with the accrued interest to benefit the student body.

B. At our meeting a few weeks ago, questions were raised as to the use of the $50.00 per student in residence halls.

1. The Security Deposit would be paid by the student when he entered the University Residence Hall. The money would be held by the University as long as the student remained in the residence hall system (This could be as long as four years.) When the student terminates with the residence hall (to move to a fraternity or sorority, to move off-campus, or to leave the University) he/she would be refunded the full $50.00.

2. Under no circumstances would the Security Deposit be used as a damage deposit. Our present damage billing system, recently evaluated and revised, should be able to account for all student damage, and bill those students who are responsible The University and the Treasurer's Office have methods of collecting bills from students (hold up registration, etc.) and should not have to use the Security Deposit.

3. When a student terminates with the University, and leaves without paying an outstanding bill, the University could deduct the amount of the bill from the Security Deposit and return the balance to the student. This should only be used when a student is no longer enrolled at the University and when the University finds that it cannot collect the bill in any other way.

I assume that the Residence Hall Room License and the Security Deposit will have to be brought before the Board of Trustees, and that the Security Deposit General Account, and interest gained, would have to be established by a vote of the Board.

If you have any questions, I would be more than happy to discuss them with you.

Michael A. West

Michael A. West
Asst. Director of Housing

MAW/ktl
H 239
cc: Treasurer Johnson
Dean Field
Dean Noffsinger
Mr. Welles

UNIVERSITY OF MASSACHUSETTS

MEMORANDUM

From: Michael A. West Date: March 5, 1968

To: Mr. Norman Menegat: Data Processing

Subject: Request for Additional Services

Listed below are the additional services which the Housing Office is requesting in order to implement its room choosing process and the new Residence Hall Room License and Security Deposit.

I. Preparation for Room Choosing

A. Data Processing puts student information on orange room choosing card. A room choosing card is printed for every undergraduate student except non-classified and special students, and the class of 1968. Include Stockbridge class of '69

1. Information punched in card

a. student number
b. class
c. old residence hall code

2. Information printed on card

a. student's name, class, date of birth, student number, and sex.
b. old residence hall code

B. Data Processing while punching information on orange card makes a duplicate of that card (yellow) with the students' name and student number on it. These duplicate cards are stored for approximately one month.

C. Data Processing forwards orange room choosing cards to the Housing Office (cards should be sorted into three categories: students living in residence halls, students living in fraternities and sororities, and students living off-campus.)

1. Off-campus cards are mailed to off-campus students. Address labels are printed by Data Processing and supplied by the Housing Office.

2. Fraternity and sorority cards are delivered by Housing to the students living in fraternities and sororities.

3. On-campus cards are distributed to the students through the Head of Residence

D. At this point, every undergraduate student should have a room choosing card. The Heads of Residence should return any extras to the Housing Office. If a student does not receive a room choosing card, he comes to the Housing Office and has one made up (Data Processing is notified of this also.)

II. Room Choosing

A. If a student is not returning to the University, he checks the appropriate place on the room choosing card and returns this card to the Housing Office. (If the student lives in a residence hall he returns the card through his Head of Residence. Students living off-campus return their card directly to the Housing Office).

B. If a student is going to move from a residence hall to a fraternity or sorority house, he brings his card to the Housing Office. The Housing Office checks the card against the fraternity and sorority final house lists for 1968-69.

C. If a student is already living in a fraternity or sorority house, and will remain there next year, he/she will bring his card to the Housing Office, and it will be checked as in "B" above.

D. If a student is moving from a residence hall to off-campus he brings his card to his Area Coordinator. If the Area Coordinator approves the move off campus, then he (the Area Coordinator) returns the card to the Housing Office. If the Area Coordinator disapproves of the student moving off campus, then the student must take part in regular room choosing.

E. If a student is already living off-campus and wishes to remain off campus, he returns the card directly to the Housing Office.

F. If a student is choosing a room on campus, he brings the room choosing card to the appropriate residence hall, or area location, and leaves it with the Head Resident. The Head Resident returns these cards, daily, to the Housing Office. The Housing Office will double check cards for accurate information and will sort them by residence halls.

G. At the end of room choosing, approximately April 25th, Housing should have four stacks of cards: off-campus students, on campus students in residence halls, students in Fraternity and Sorority houses, and non-returning students.

III. Returning Cards to Data Processing.

A. All of the orange room choosing cards, separated into four stacks, will be returned to Data Processing.

B. Data Processing takes the on-campus-in-residence hall stacks and gang-punches the new dorm code and room number.

C. Data Processing collates the orange room choosing cards with the yellow duplicate cards (See I,B.). These cards can be matched by name and student number. Extra yellow (duplicate) cards represent those students who have not turned in an orange room choosing card.

1. Data Processing prints a list of these students (extra yellow cards.) and sends list to the Housing Office.

2. The Housing Office determines why these people have not turned in a room choosing card.

IV. Room Security Deposit

A. Data Processing takes all of the on-campus-in-residence hall orange room choosing cards and prints a Room Security Deposit bill.

1. $50.00 bill designed and supplied by the Housing Office. (See attached)

2. Data Processing prints the students home address directly on the card (lower left-hand corner where provided for.)

3. Bills are delivered to the Housing Office.

4. The Housing Office puts Room Security Deposit Bill, and a letter of explanation into an envelope (with address window on it) and mails this to all students who have requested a room on campus for next year.

5. Data Processing prints a list of all students who have requested a room on campus for next year and sends a list to Housing Office.

6. Students must return Room Security Deposit of $50.00 tothe Housing Office by (suggested date of) July 1st.

a. Student's who do not return the deposit by deadline date lose their requested room.

b. Housing notifies student that he has lost his requested room and that he must submit a

$50.00 Secuirty Deposit in order to be assigned to another room (Housing will assign, at its discretion, where vacancies exist.)

c. Prior to registration, the Housing Office supplies the Registrar's Office with a list of students who did not return the Security Deposit (If the student is an undergraduate and therefore must live in a University Residence Hall, the Registrar will hold the registration until the student sees the Housing Office about a room, signs a residence hall license, and pays a $50.000 Security Deposit.)

d. If a student does not notify the Housing Office, in writing or in person, prior to (suggested date of) August 15th, that he will not be returning to the University and will not need a room, then the $50.00 Security Deposit will be forfeited. Otherwise the Security Deposit will be returned to the student in full.

V. Billing for Tuition, Room Rent, etc.

A. Data Processing updates its statistics tape.

B. Print bills for Treasurer's Office.

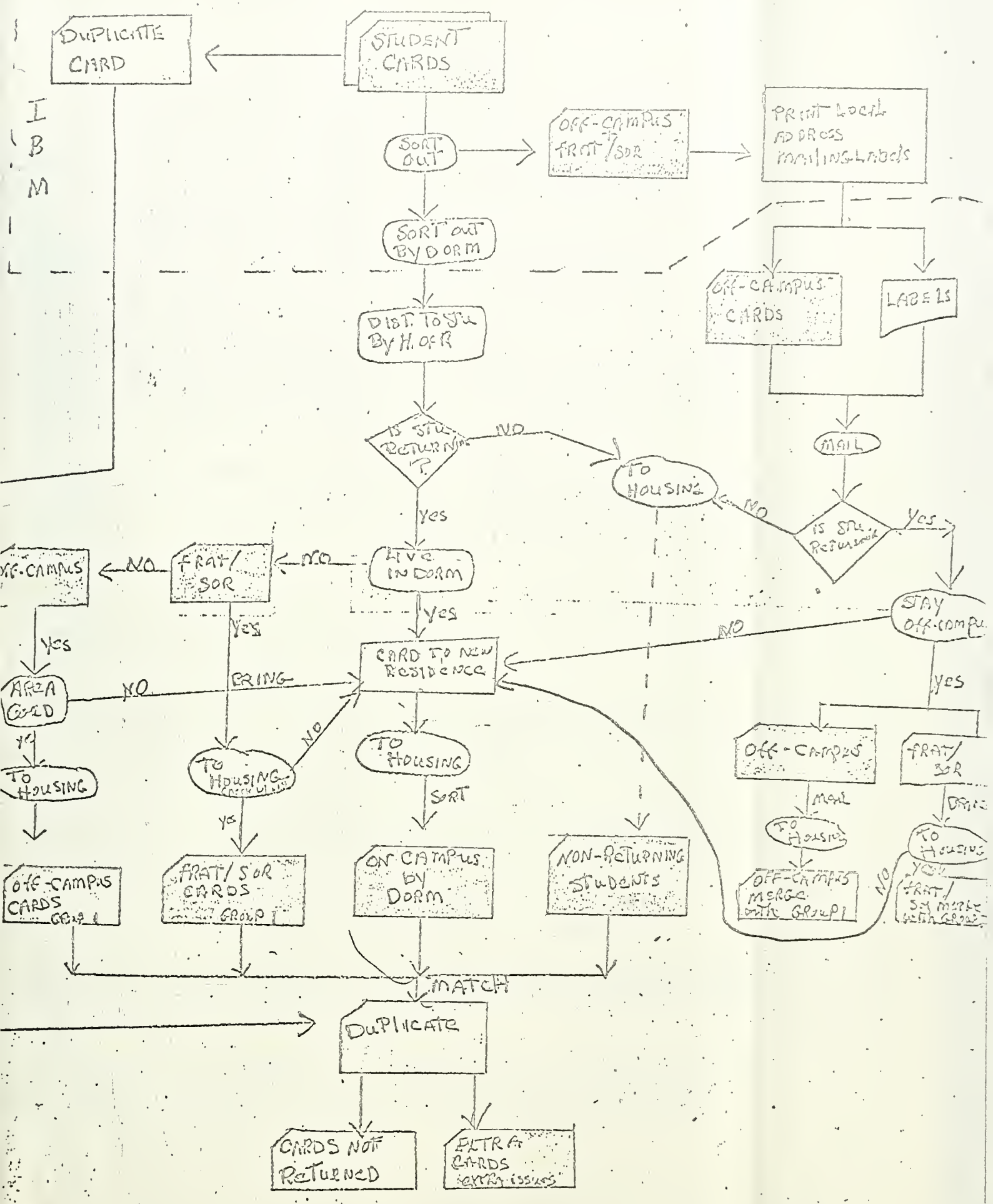
I understand that this information will be forwarded to Mr. Brand of the Treasurer's Office for approval. If there are any questions, I would be happy to discuss them with you.

Michael A. West

Michael A. West
Asst. Director of Housing

MAW/ktl
H 237
cc: Dean Field
Dean Noffsinger
Mr. Brand
Mr. Mishol
Mr. Welles
Miss Kopec
Mr. Trotman
Mr. Starkweather

Room Choosing Procedure



SECURITY DEPOSIT COLLECTION PROCEDURE: HOUSING OFFICE

Location: Two possible locations: Outer office desk - E.T.'s
Pete Lisewski's desk

Use Peter Lisewski's desk & office - Inner office would lower risk of theft.

Responsibility: During collection period would probably take one full-time staff member plus additional work study help.

Means of Collection: Each check must be received with accompanying bill. Included on each bill - student number, name, and/or room assignment. Initial check would be to cross reference received bills & checks with room assignment card. Those room assignment cards without accompanying bill have not had deposit paid.

Manual check (see Ledger Page) As each check is received with bill, name of student, student number and/or room assignment would be placed in ledger with exact amount received in check. On check should be placed appropriate student number and possibly room assignment to permit tracibility of check through bank in case of non-payment, loss, etc.

Checks would be placed in University Deposit Bag with lock and given to proper authorities in Treasurer's Office (B.Mishol?) as soon as is possible and convenient.

Checks should not be stamped for deposit by Housing Office - Since Treasurer's Office is responsible for making deposit in bank, they should stamp checks. This would lessen responsibility of Housing Office in the event checks were stolen, lost, etc.

Balanced totals in ledger, ($$ amount, number of checks received) should accompany Deposit bag to Treasurer's Office. Housing should receive receipt from Treasurer's Office, verifying amount & number of checks received. Receipts should be kept on file in Housing Office.

Checks Incorrect as to amount specified, or recipient:

Incorrect as to amount - exact amount stated in check should be entered in ledger (possibly on separate page) - check should be sent separately to Treasurer's Office with appropriate information for refund, of amount necessary.

Incorrect as to recipient - form letter or card explaining error & giving corrections ~~and accompan~~ should be drawn and accompany check & bill to student. Room assignment held in abeyance during delay.

SAMPLE LEDGER PAGE

	DATE REC.	NAME	Student No.	Amt. Rec.			
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16		Total # of checks					
17				Total Amt. Sent to Treasurer			
18		Receipt # from Treasurer's office giving verification					
19							
20							
21							
22							
23							
24							
25							
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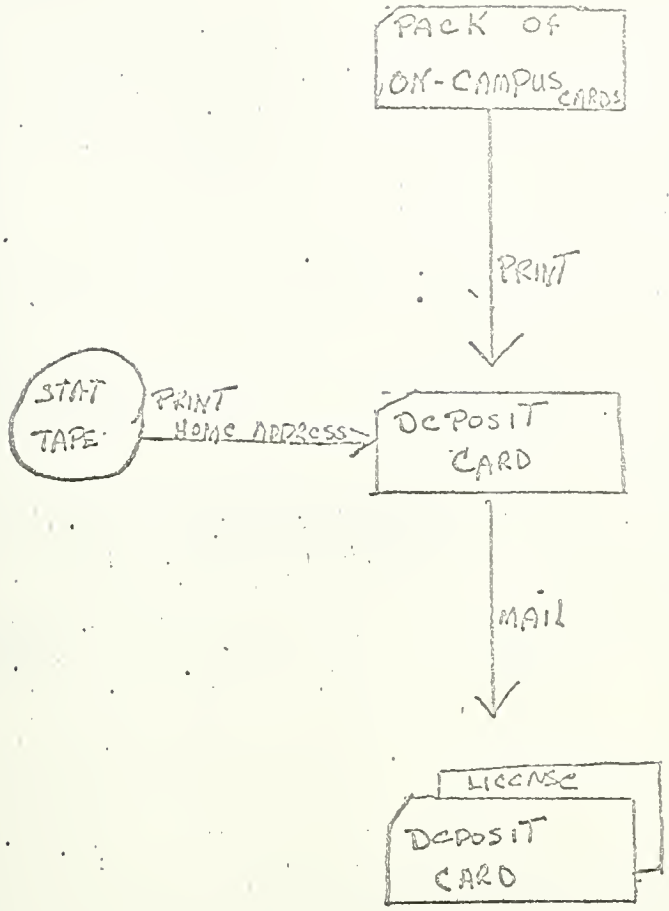
40							

Security Deposit Cards



00001 Univ. of Mass., Amherst ROOM SECURITY DEPOSIT BILL

Student Name Student Number Class

Room Assignment

Due Date

7/1/68

CHARGES

Academic Year

Security Deposit	$50.00
Total	$50.00

Univ. Seal.

GENERAL CONDITIONS

1. Make check payable to the UNIVERSITY OF MASSACHUSETTS.
2. Your check serves as your receipt.
3. No student will be permitted to register until this bill is paid.
4. Payment should be made on or before DUE DATE shown on face of this bill.
5. Return this bill with your payment.

UNIVERSITY OF MASSACHUSETTS/AMHERST
ROOM APPLICATION CARD

NAME | CLASS | D /BIRTH | SEX | RES. HALL | E | DENT NUMBE

To live ON CAMPUS: Bring this card to the appropriate area room-choosing location, and after being assigned, LEAVE THIS CARD THERE.

To live OFF CAMPUS: So indicate on this card and bring it to your Area Coordinator for approval.

IF NOT RETURNING, CHECK HERE [ ] _____ Reason

If returning, indicate plans:

Live on campus [ ] Dine on campus [ ]

Live at Frat/Sor [ ] Dine at Frat/Sor [ ]

Commuting from parents' or spouses home [ ]

Only Seniors or those 21 eligible:

Live off campus [ ] Dine off campus (Except Southwest) [ ]

DO NOT MARK

HO-9-68 (HG) R [ ] [ ] B (HA)

PRESENT ADDRESS

ON CAMPUS [ ] Room No. [ ] Residence Hall

Phone: _____

OFF CAMPUS _____

FALL ADDRESS

ON CAMPUS [ ] Room No. [ ] Residence Hall

(DG) Phone: _____

OFF CAMPUS _____

Approved: _____

RESIDENCE AND DINING REGULATIONS

Undergraduate students are housed in residence halls except married students, members living in fraternities and sororities, and students commuting from their parents' homes. Seniors and students 21 yrs. of age may apply at the Area Coordinator's office for permission to live off campus. Once approved, such permission need not be renewed each semester.

All Students residing in residence halls are required to board at the University Dining Commons except seniors, students over 21, and members of fraternities and sororities having authorization within approved maximum capacities of their houses.

All Students residing in the Southwest Residential College including seniors, those over 21, and fraternity and sorority members must dine at the University Dining Commons.

SPECIAL PROBLEMS

Any student who needs exemption not provided above MUST SECURE WRITTEN PERMISSION EVERY SEMESTER through the offices of their respective Area Coordinator. If no exemption permission has been obtained, the student will be billed for the appropriate charges.

In case of serious health handicap requiring restricted diet, secure written exemption from the Director of University Health Services and file with the Central Food Service.

Those observing religious dietary laws may, if they can confirm appropriate alternate arrangements, apply to the appropriate University Chaplain for written board exemption, which must then be filed with the Central Food Service.

C

KEYSORT
– An Aid to University Housing

by
Robert Van Vliet
Assistant to the Director of Housing
University of Massachusetts at Amherst

Office of Institutional Studies
University of Massachusetts
Amherst

OFFICE OF INSTITUTIONAL STUDIES

The Office of Institutional Studies (OIS) is a research and service agency that conducts studies on the University and institutions of higher education in general. OIS also provides library materials on higher education, publishes reports, and serves as a clearinghouse of information on the University's growth and development.

FEEDING & HOUSING

Keysort Can "Automate" Your Housing Operations

* HOUSING ADMINISTRATORS buried beneath the varied and complex requests for housing from students and faculty can "automate" excessive paper work by using a noncomputer—the keysort card.

Keysort is neither a new procedure (in fact, graduate students and businessmen have applied the keysort principle for years), nor complex, nor costly. Its primary components are a rectangular card with a series of holes punched around its perimeter and a long "sorting needle" resembling an ice pick.

Each hole on the card is assigned a specific code or classification which is printed next to the hole, with space in the body of the card for typed or written information. When a hole is notched by using a hand punch device, the card becomes a mechanically sortable document. The actual sorting process is simple: It consists of passing the "sorting needle" through a group of cards at the desired code location. When the needle is raised, all cards that have been notched for a particular classification fall away from the needle. Those cards remaining on the needle do not contain the specific information that is sought and are therefore set aside.

Robert Van Vliet, the author, is assistant to the director of housing, University of Massachusetts, Amherst.

Unlike other methods, the filing sequence of the complete file is of little importance since only positively coded cards (those that are notched) fall free from the entire file during sorting.

If information recorded on a keysort card changes, a small gummed sticker can be fastened over the notched area, thus eliminating future sorting of this card from the file. At a later date additional information can be recorded by renotching the proper hole.

An example of the keysort principle is the University of Massachusett's university-owned apartment assignment operation. Apartment variables considered by the university are: existence of two distinct apartment developments; size and rental rate of various apartment types; number of bedrooms; maximum and minimum number of occupants permitted at time of assignment; number of apartments available throughout year. Applicant variables are: date application is received; student-faculty priority rank; marital status; number of children; type of housing desired; date housing is wanted; date applicant joined university.

Keysort speeds up the matching of these variables by applying the following procedure:

1. Persons inquiring about university-owned housing receive a brochure that describes apartments, eligibility requirements, and application procedure.

2. Applicant completes application form (reverse side has space for comments about the applicant) and returns it to the housing office in self-addressed envelope.

3. Clerk reviews form and notches the appropriate holes next to the specific classifications corresponding with information recorded.

4. When apartment tenant decides to leave, he completes an apartment vacate notice, 30 days before departure. (Notice records apartment number, rental rate, type of apartment, and location.)

5. The most eligible applicant for a forthcoming vacancy is determined by keysorting entire file in the following order: those who want an apartment at the time of vacancy; those who want the specific type of apartment available; selection of predetermined highest eligible group.

6. Apartment form and apartment vacate form are stapled together and information about apartment is mailed to student. (Forms are then signed and returned to housing office.)

The University of Massachusett's housing office also administers to the needs of off-campus landlords and potential tenants. The following variables must be considered and matched: variety of housing available; features provided (number of bedrooms, baths, laundry facilities, furnished or unfurnished; rent; location and distance from campus; type of client(s) desired (male, female, married, single, student or faculty).

The keysort principle is not limited to the housing operation alone; it has already been adapted to various uses in education. Some of the areas in which this technic is being used include classroom and course scheduling, bibliography indexing, student records and property inventory control, admissions, placement and financial aid. ■

Advantages of Keysort

- Provides the right information to the right clients, and it assigns the right people to the right apartment, both in a matter of seconds.
- Permits a small staff to assist a larger number of clients.
- Provides same function as more complex data processing equipment, but at a modest initial cost.
- Eliminates routine administrative work so that personnel are better able to perform more important tasks, such as advising and counseling.
- Provides a permanent record of events and subsequent actions.
- Allows statistical data to be easily obtained and used.

KEYSORT-AN AID TO UNIVERSITY HOUSING

by
Robert Van Vliet
Assistant to the Director of Housing
University of Massachusetts at Amherst

Office of Institutional Studies
University of Massachusetts
Amherst

FOREWORD

Colleges and universities across the United States are currently faced with an unprecedented demand for higher educational opportunity. This increasing pressure for admission to our institutions of higher education can be traced to three main trends: (1) A general population growth with specific emphasis in that segment of the populace under 25 years of age; (2) Greater portions of those citizens eligible to pursue a college education are choosing to do so; (3) College students are continuing their education for a longer period of time.

In attempting to meet this increasing demand our institutions of higher learning are attempting to enroll larger numbers of students. This has put considerable strain on physical facilities. One specific area where these pressures are most noticeable is that of housing. The additional influx of students and the accompanying staff has caused numerous administrative problems for housing officers. While continuing to provide the traditional dormitory accommodations, many schools have turned to off-campus housing and institutionally-owned apartments to provide largely, but not exclusively, for married students and staff members. The University of Massachusetts is one such institution.

Administrators faced with the many problems of providing adequate off-campus housing (up-to-date listings, priority assignments, liaison between tenant and landlord, etc.) constantly seek a system of operation which will provide the proper information to the proper individual at the proper time with the least amount of unnecessary effort. Cost factors and staffing must also be taken into consideration when housing office budgets are prepared.

Robert Van Vliet, Assistant to the Director of Housing at the Amherst campus of the University of Massachusetts has applied the Keysort technique to the administration of off-campus housing. His system, while inexpensive to maintain and fairly simple to operate, does provide the proper information to the right clients within reasonable time limitations. This publication provides a simple, concise explanation of his approach to off-campus and university-owned housing which any college or university, regardless of size, may find helpful in solving its own housing problems.

Additional copies of this publication may be obtained from the Office of Institutional Studies, University of Massachusetts, Amherst, Massachusetts

Raymond Castelpoggi
Assistant Director
Office of Institutional Studies

April 1967
Amherst

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Introduction

The administration of off-campus housing and the management of university-owned apartments by a university housing office can often become bogged down by the varied and complex requests for housing that are received from its students and faculty clients. This task can be likened to managing a "lonely hearts club". The administrator must consider a variety of faculty and student housing requirements and then match these requests with the many variables of available housing. Excessive paperwork and clerical staff is frequently required to accomplish this initial mating of prospective landlords and tenants.

Dissatisfaction with past, time consuming administrative procedures prompted an investigation of the methods used by other universities to administer their off-campus and university-owned apartment assignments. With off-campus housing, most universities use either a periodical "list" of available housing, or else current rental information is displayed on a central bulletin board. These methods have the disadvantage of requiring much clerical assistance to keep the rental lists up-to-date. In addition, it is difficult to prevent the many clients that use such a listing service from contacting landlords who prefer to be selective as to a specific type of tenant (faculty, married students, single undergraduate men, etc.). Also, much time is wasted because it is necessary for clients to review all rental listings when their requirements are for a specific type of housing, at a maximum rent, at a specific location, along with other

such variables.

The administration of university-owned apartments at other institutions usually involves the copying of pertinent information from the application onto appropriate "waiting lists". If an applicant is eligible for several types of housing and/or if his desired occupancy date is at various times throughout the year, then these requests have to be indicated on several different "waiting lists". The clerical complexity of such a system is increased whenever an applicant reports a change in his status or interest because all "waiting lists" then have to be changed.

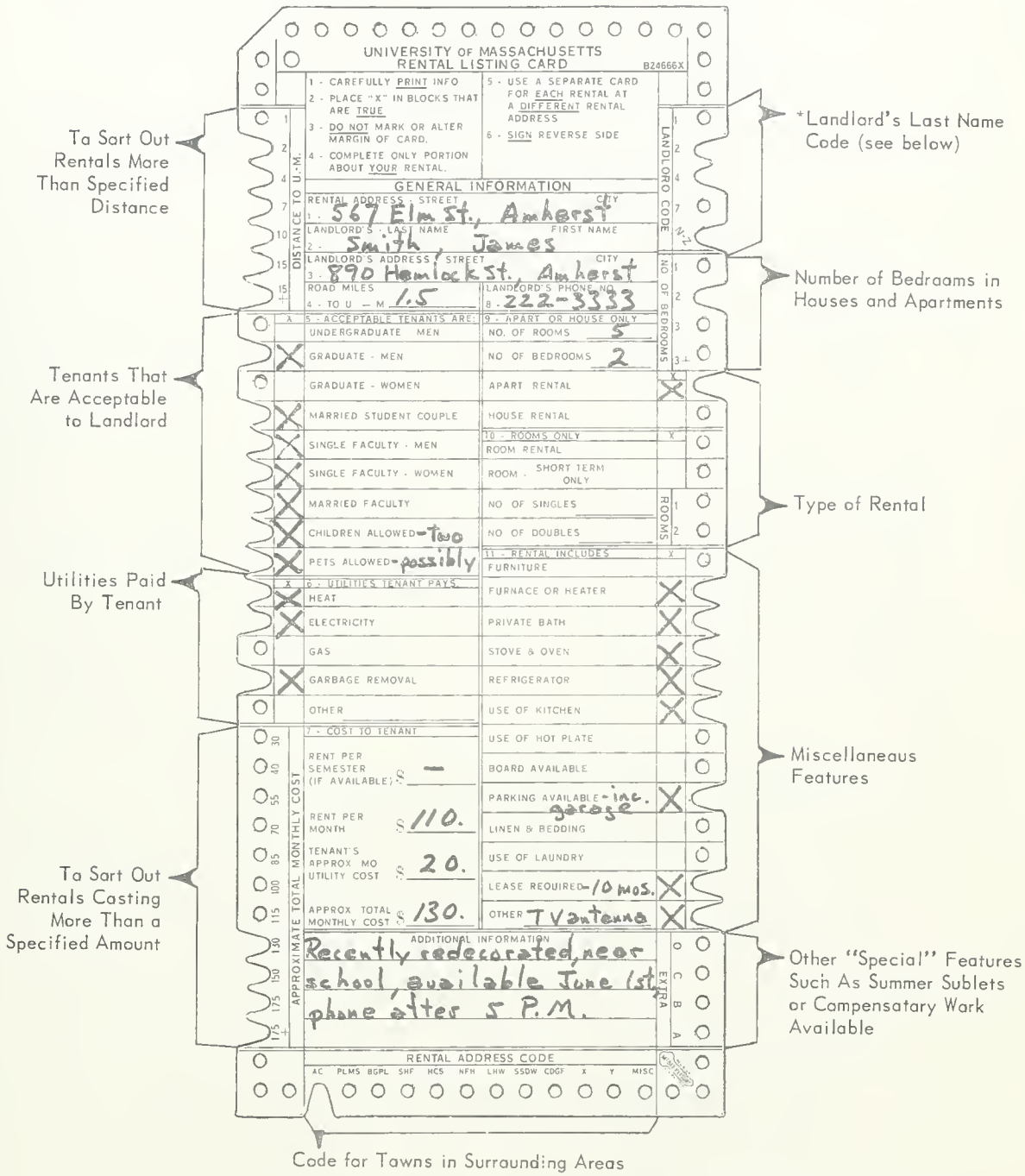
After much investigation and comparison, there began to develop a management system of off-campus housing rentals and university-owned apartment assignments by using a common business aid, a Keysort Card.

The Keysort Principle

Actually, Keysort is not a new procedure. In fact, it has had many varied applications in business for many years and, more recently, it has been used in the field of education.

A Keysort Card comes with a series of holes punched around the perimeter of the card. (See Illustration 1) Each hole is assigned a specific code or classification which is printed next to the hole. In the body of the card, space is provided for typed or written information. When a hole is notched out, by using a simple hand punch device, the card

ILLUSTRATION NO. 1 – RENTAL LISTING CARD



*Alphabetical Keysorting – To find Rental Listing Cards of landlords whose last name all begin with the same letter, keysort the entire file first by N–Z code to split alphabet in half. Then sort by code as follows:

Letter	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Alphabet Order	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Total Code Nos. Equal Alphabet Order No.	1	2	1 2	4	1 4	2 4	7	1 7	2 7	1 2 7	4 7	1 4 7	2 4 7	Sort N–Z code first for above letters												
														1	2	1 2	4	1 4	2 4	7	1 7	2 7	1 2 7	4 7	1 4 7	2 4 7

becomes a mechanically sortable document. The actual sorting process is quite simple; it consists of passing a "sorting needle", which resembles an ice pick, through a group of cards at the desired code location. When the sorting needle is raised all cards that have been notched for a particular classification fall away from the needle. Those cards remaining on the needle do not contain the specific information that is sought and are therefore set aside. This procedure permits the operator to select from a complete file of information a desired group of classifications and also to put the entire file into a sequence.

If information recorded on a Keysort Card changes, a small gummed sticker is fastened over the notched area, thus eliminating the sorting of this card from the file in the future. At a later date additional or changed information can be recorded by notching the proper hole.

The filing sequence of the complete file is of little importance since only positively coded cards (those that are notched) fall free from the entire file during sorting. This eliminates the need for any specific filing sequence when the cards are returned to the file. In effect, the Keysort principle produces results similar to that which can be obtained by using an IBM sorter, except that control of the operations remains with the using authority at considerable savings in costs.

Privately Owned Off-Campus Housing

The housing office administers to the requirements of two distinct types of clients, landlords and potential tenants,

and it attempts to quickly direct student and faculty clients to housing that satisfies their requirements. Landlords have available a great variety of housing (houses, apartments, and separate rooms) with many distinct features such as size, number of bedrooms, utilities and equipment provided, location, distance from campus, furnished or unfurnished, desired rent, availability date, etc. In addition, landlords usually seek specific classifications of tenants such as single undergraduate men or women, single graduate men or women, married student couples, single faculty men or women and married faculty; and they either do or do not permit children or pets. Similarly, our student and faculty clients who fit the above classifications also seek a variety of housing with the aforementioned factors. Briefly the procedure to administer to the needs of these groups is as follows:

a) The landlord who has a rental available is mailed a Rental Listing Card (see Illustration 1) plus other pertinent housing information and instructions.

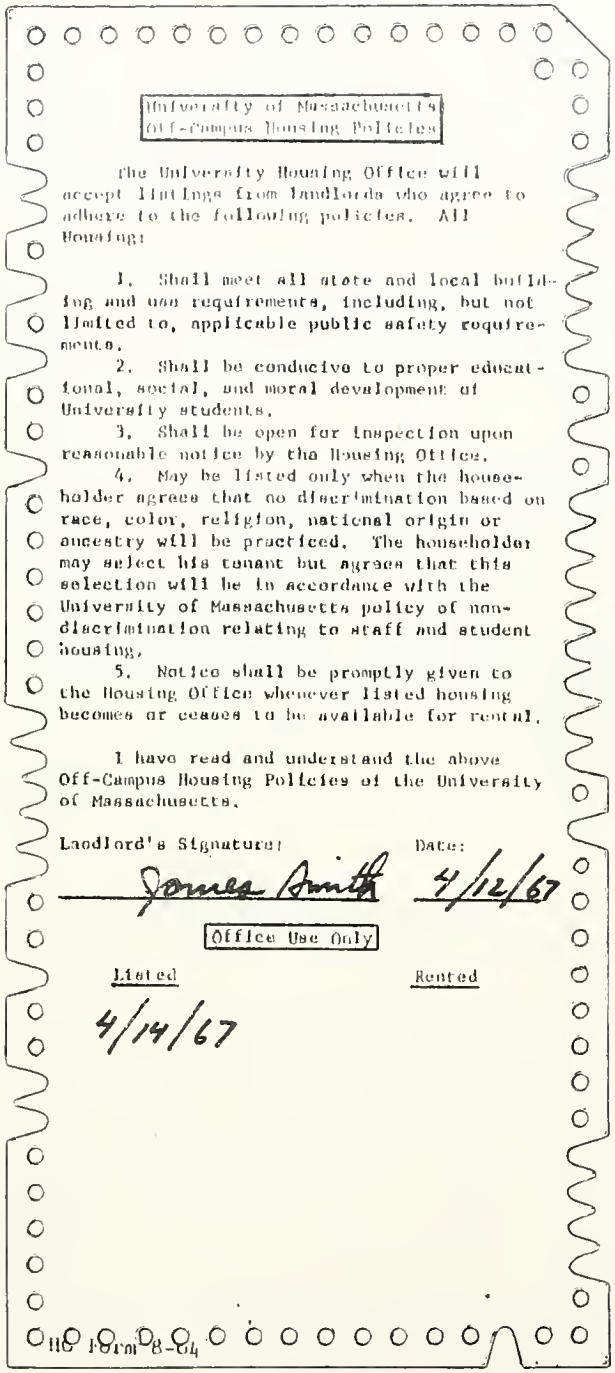
b) The landlord completes the Rental Listing Card, signs the reverse side (see Illustration 2), and returns it to the housing office in a self-addressed envelope.

c) A clerk then reviews the Rental Listing Card and notches the appropriate holes next to the specific classifications that have been checked by the landlord. The card is then placed in an active file along with <u>all</u> currently available rentals.

d) When a student or faculty client presents himself at the housing office, his classification and specific housing requirements are determined by a staff member.

e) From the active file, those Rental Listing Cards that reflect the client's eligibility (character-

ILLUSTRATION NO. 2 – REVERSE SIDE OF RENTAL LISTING CARD



University of Massachusetts
Off-Campus Housing Policies

The University Housing Office will accept listings from landlords who agree to adhere to the following policies. All Housing:

1. Shall meet all state and local building and use requirements, including, but not limited to, applicable public safety requirements.
2. Shall be conducive to proper educational, social, and moral development of University students.
3. Shall be open for inspection upon reasonable notice by the Housing Office.
4. May be listed only when the householder agrees that no discrimination based on race, color, religion, national origin or ancestry will be practiced. The householder may select his tenant but agrees that this selection will be in accordance with the University of Massachusetts policy of non-discrimination relating to staff and student housing.
5. Notice shall be promptly given to the Housing Office whenever listed housing becomes or ceases to be available for rental.

I have read and understand the above Off-Campus Housing Policies of the University of Massachusetts.

Landlord's Signature: James Smith Date: 4/12/67

Office Use Only

Listed: 4/14/67 Rented:

HO Form 8-64

istics the landlord has indicated as acceptable) and those that satisfy the specific housing requirements of the client are quickly removed by the Keysort procedure. This process of selecting only the appropriate rental listings from the entire active file takes approximately 30 seconds.

f) The client is then directed to a table where brochures, maps of the community, local newspaper classified sections, and a telephone are located. Specific questions are answered and assistance is given by a housing office staff member.

g) Initial client contacts with the landlord are usually made by telephone. If the client and landlord express mutual interest in the available housing, they arrange to meet and inspect the listed dwelling.

h) Once a dwelling is rented, the landlord notifies the housing office by either telephone and/or by returning a self-addressed postcard that has been supplied by the housing office.

i) The Rental Listing Card is then placed, by the landlord's last name, in an inactive alphabetical file. If the same rental becomes available again at a future date, the landlord notifies the housing office and the Rental Listing Card is quickly transferred from the inactive back to the active file.

University-Owned Apartments

The administration of university-owned apartment assignment is complicated by many variables that exist within the apartments themselves and with the applicants who are prospective tenants. Apartment variables are: the existence of two distinct apartment developments, the size and rental rate of several apartment types, the number of bedrooms, the maximum and minimum number of occupants permitted at the time of assignment, and the number of apartments available at various times throughout the year. Applicant variables are: the date the application

is received, rank in a prescribed student-faculty order of priority, marital status, number of children, the type of housing desired, the date the housing is wanted, and the date the applicant joined the university.

Keysort greatly speeds up the administration of this complex procedure of matching the many variables of apartment availability and makeup to the varied criteria used to select tenants from waiting applicants. Without going into great detail, the procedure is essentially as follows:

a) Persons who inquire about university-owned housing are given a brochure that describes the apartments (including floor plans), the eligibility requirements, and the application procedure. Included is a Keysort Apartment Application (see Illustration 3).

b) The applicant completes the form and signs the reverse side. He then returns it to the housing office in a self-addressed envelope.

c) A clerk then reviews the Apartment Application and notches the appropriate holes next to the specific classifications that correspond with the information recorded by the applicant. The card is placed in an active file along with <u>all</u> current apartment applicants.

d) The reverse side of the Apartment Application (Illustration 4) provides space to record the date of any action as well as comments about each applicant. This section is vital because of the necessity to note continued interest in obtaining an apartment and also to record, in chronological order, a "case history" of the contact between the housing office and the applicant.

e) When an apartment tenant decides to leave, he is required to complete an apartment vacate notice at least 30 days before his departure. Along with related information, this apartment vacate notice specifically records the apartment number, rental rate, type of apartment and location, and anticipated date of reassignment after allowing for necessary refurbishing by university maintenance.

ILLUSTRATION NO. 3 – APARTMENT APPLICATION

Applicant's Last Name Code (See Illustration No. 1 Alphabeticol Keysorting)

Size of Family Unit

Predetermined Order of Priority

Type of Indicated Housing Desired

Month Application Received

Received Current or Past Year

Desired Occupancy Date Current or Future Year or As Saon As Available

Specific Month Occupancy Desired

UNIVERSITY OF MASSACHUSETTS
APARTMENT APPLICATION

OFFICE USE ONLY
REC'D 1/6/67

APPLICANT NAME

INSTRUCTIONS - READ FIRST

1 - Carefully read the accompanying "Assignment Procedure".
2 - Print the information, place an "X", or indicate the proper number in the spaces below.
3 - Write "N/A" if not applicable.
4 - Do not mark or alter the margin of the card.
5 - Complete and sign the reverse side of the card.

OCCUPANTS

APPLICANT INFORMATION

Applicant's Name James Jones Age 25

Spouse's Name Sally Jones Age 23

Number of Children Now 1 Ages 2

If now expecting child, probable birth date 6/15/67

At time of application, the applicant is:

- [ ] – Faculty or Prof. Staff, or
- [x] – Grad. student or Ass't., or
- [ ] – Undergrad. Class of ____

- [x] – Married or
- [ ] – Single (includes spouse not accompanying)
- [ ] – Engaged - Marriage Date / /

CLASSIFICATION

HOUSING DESIRED

Indicate by number (example - 1st, 2nd, etc.) your order of preference for any apartment you would be willing to accept and that you are eligible for.

"X" - MEANS NOT AVAILABLE	1 ROOM (STUDIO)	2 ROOMS (1 BDRM)	3 ROOMS (2 BDRM)	4 ROOMS (3 BDRM)	GARAGE (ONLY PERSONS ALREADY ASSIGN UNIV)
LINCOLN APTS. for Married Students Faculty or Prof. Staff Inst./Ass't Prof.	6	7 2	8 1	X	X
UNIVERSITY APTS. for Faculty or Prof. Staff (All Acad. Ranks)	1	2	3	4	5

MONTH DESIRED

Desired occupancy date (choose only one):

- [ ] – As soon as available, or
- [x] – Specific date - month(s) and year Aug. or Sept. '67

ADDITIONAL INFORMATION

Permanent Address 123 Main St., Someplace, Mass.

Contact Address 1515 Park St. Amherst, Mass.

Local Phone No. (if avail.) 222-1111 Dept. or Major Microbio.

Faculty only: Position — Appointment Date - / - / -

Student only: Date accepted to U. of M. 12/30/66 Date Studies Completed 6/?/69

TURN OVER

EXTRA

A B C D E F G H I J K L M N D P Q R S T U V

Other Occasionolly Required "Special" Codes

ILLUSTRATION NO. 4 – REVERSE SIDE OF APARTMENT APPLICATION

Comment

Please read and keep your copy of "Assignment Procedures."

I understand that my assignment of an apartment will be determined by the information on this application and that the information contained herein is true to the best of my knowledge.

Applicant's Signature: James Jones Date Signed: 1/6/67

Office use only – do not write below.

Date	Action or Comments
1/6/67	Informed applicant that based on past experience we "probably" would be able to make offer for 1 Br. not 2 Br. Will not be sure until May or June.
3/27/67	Inquired about status. Still interested.
6/2/67	Notified us that 2nd child was born. Still interested.
6/17/67	Sent letter to applicant informing "probable" 1 Br. assignment end of summer.
7/24/67	Accepted 1 Br. assignment at 311 Lincoln. Still wants 2 Br. Keep active for later 2 Br. assignment.

Date Offered: 7/18/67 / /

Reply Date: 7/26/67 / /

Apt. Assign. 311

☑ Lincoln

☐ University

f) From the entire active file of apartment applications the apartment assignment is determined by keysorting the entire file in the following order:

1) Applicants who want an apartment at the time the apartment to be vacated is available.

2) Applicants who want this specific type of apartment (number of rooms, size, etc.).

3) Selection of applicants who are eligible to occupy this specific type of apartment as determined by ratio of apartment size to occupant number.

4) Selection of highest eligible group of applicants according to a predetermined hierarchy of priority classification.* If no applicants are found in the highest priority group, proceed to the next group, etc.

Thus from several hundred applications containing a great number of assignment variables, the most eligible applicant for a forthcoming apartment vacancy can be selected in less than one minute.

g) The apartment application and the apartment vacate notice are then stapled together, thus joining the apartment that will be available and the person to whom it will be offered. Appropriate information about the apartment is recorded on an apartment registration form which is then mailed to the applicant along with instructions. The applicant provides the necessary required information, signs the apartment registration, and returns the card to the housing office.

The aforementioned instructions do not dwell upon several other related administrative procedures such as keeping the Rental Listing Cards and Apartment Applications up-to-date, notification to the treasurer's office to start and stop apartment billing,

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*At the University of Massachusetts apartments are presently offered to applicants in the following order: married faculty, single faculty, married graduate students, married undergraduate students. Married couples with children in the proceeding groups receive preference over childless couples.

and coordination with the maintenance department to refurbish apartments.

Advantages of Keysort

In the operations described and in other applications of the Keysort procedure, certain advantages are apparent. Keysort:

1) Provides the right information to the right clients and it assigns the right people to the right apartment, both in a matter of seconds.

2) Requires only a few clerical personnel and permits a small number of staff to assist a larger number of clients.

3) Provides the same function as other more complex data processing equipment, but at a very modest initial cost.

4) Eliminates routine administrative work so that personnel are better able to perform more important tasks, such as advising and counselling.

5) Provides a permanent record of events and subsequent actions.

6) Allows statistical data to be easily obtained and used.

Other Keysort Applications

The Keysort principle has already been adapted to various uses in education. Some areas of adaptation are: classroom and course scheduling, bibliography indexing, student records and property inventory control, as well as admissions, placement and financial aid, and residence hall assignments. In fact, many cumbersome educational management procedures that require the

manipulation of quantities of variable data may find an effective solution by the adaptation of Keysort.

A
DESCRIPTIVE ANALYSIS:

THE UNIVERSITY OF MASSACHUSETTS' RESIDENTIAL COLLEGES 1963-1970

BY

JOHN C. WELLES
DIRECTOR OF HOUSING
THE UNIVERSITY OF MASSACHUSETTS

NINETEENTH ANNUAL CONFERENCE
OF THE
ASSOCIATION OF COLLEGE AND UNIVERSITY HOUSING OFFICERS
UNIVERSITY OF WASHINGTON
SEATTLE, WASHINGTON
JULY 30 TO AUGUST 3, 1967

"Residential Colleges"--a new era in higher education!? Not entirely, except that many institutions, among them the University of Massachusetts, are engaged in a review and redefinition of the concept "Residential College" and ~~our~~ are attempting in a variety of ways to extend new vitality to the interrelationship between the classroom and the residence unit. Our own exploration and program introduction must be seen as initial efforts not only against the historical background of Oxford, Cambridge and Yale but in comparison with the major accomplishments of Michigan State and the broadening innovation at Santa Cruz.

Our desire for instituting Residential Colleges at the University drew early impetus from the very real and inferred problem of growing institutions with respect to the widening gulf (whether real or imaginal) between students and faculty. The University enrollment in 1950 stood at 3,500 students and in 1961 we had reached 7,700. This represented a slow but steady growth. In 1962 and 1963 the growth rate increased to 1,500 new students per year at the Amherst campus. The pattern has remained stable since that time. In the early sixties we began to feel the real pains of largeness. As an example of this I would like to recite for you a

conversation between two typical students during a typical day in late April--

"Hey, didn't you sit next to me in English 101?"

"Eh, oh yeah. I think so."

"What's your name?"

"Joe Swain, what's yours?"

"Meg Shaw. Say what do you think of Dr. Black?"

"Black? Who's he?"

"She, stupid! Not he!"

"Oh, you mean the Prof!"

"I guess she's o'kay, but I sure hate sittin' there with 250 other guys I don't know."

Discouraging as it sounds these comments are typical of many schools today. They are typical of UMass. Students became aggrevated with large classes, "the IBM atmosphere", never seeing their professors and the impersonality of it all. Sensing the unrest and seeking some diversion from the traditional classroom and dormitory surroundings, faculty and administrators began to search for new and better educational methods.

A Colorado Danforth conference provided some additional stimulus to attending faculty and administrators in our College of Liberal Arts and

resulted in Fall discussion during the time that our largest, to date, residence group was in construction.

On-campus conversations immediately following the conference resulted in a request to Danforth for funds to administer an off-campus conference of University staff and administrators to consider action on the core of new involvement of faculty and students beyond the classroom limits that would include residence hall life.

Agreement was reached on a committment to faculty involving them with residence halls and the need to develop and activate a program prior to the opening of this new residence group (the Orchard Hill Residential College) which was scheduled for completion in the Fall of 1964. The facility consisted of four identical residence halls complete with 44 study lounges, eight apartments, recreation, snack and vending services as well as formal lounge areas. Each hall was capable of housing 334 students.

The program was sketched in and the efforts to recruit a single faculty man to provide the necessary leadership and involvement were undertaken. Further stimulus was given to the program through a Danforth grant of $7,500.00 for the first year followed by a committment of equal sums for

three succeeding years.

Dr. H. Leland Varley was selected as the Faculty Master of Orchard Hill along with four Faculty Fellows in residence, four non-resident preceptors, and 48 non-resident Faculty Fellows. At the same time the Student Personnel Division entered the program with a parallel staff of representatives from the Dean of Women's Office, the Dean of Men's Office, and the Housing Office. The faculty members of the staff were responsible for the formulation of the main body of the experiment--that of fostering and encouraging social and cultural events within the College as well as holding seminars and classes. Their byward?--be as willing and as available as students desire.

Thus the new image began to take shape, among confusion and inadequate facilities. No heat, no hot water, and in some buildings no water at all! I suspect that this condition had something to do with the immediate cohesiveness of the students during the first year of the operation--several hundred students thrown together with common interests and needs. There were nightly trips to nearby residence halls for showers, laundry, etc.

There are six ultimate goals sought by Orchard Hill:

1. The creation of smaller groups within the student body.

2. Privacy, quiet and study space.

3. Closer student-faculty relationships.

4. Student participation in cultural programs.

5. Pluralism--making possible alternative ways of student life.

6. Integration of the academic with residential living.

Of the six goals, only one seems to have had a measure of success during the first year and that was the sixth, the integration of the academic with residential living (classes being taught in residence halls which introduced a sense of belonging in what one terms "small group unity").

We surmise that it occurred because of its relative uniqueness in comparison to the others. This was something that had never been done before. Students could, as they expressed it, "roll out of bed in the morning and walk to the next room for class." While the classes were often similar in size to those being taught elsewhere on campus, the atmosphere seemed to induce a certain amount of "informalism". The overall Orchard Hill grade point average was slightly above the all-University average. Don't be misled by this fact because it may simply be another Hawthorne effect.

The second year of operation produced more success. Some minor changes to the physical plant were made and the students generally settled down to filling out-of-class time with such things as playreadings, recitals, intramurals, field trips, seminars, films, modern dance sessions, mixers, and many other activities within the socio-cultural atmosphere of the college. In most cases these activities were also attended by faculty, with or without spouse, who had volunteered their services as Faculty Fellows and were encouraged by the students to attend. There was a certain amount of pride in saying that one was from Eugene Field House in Orchard Hill. Some small group unity had developed within houses as well as within corridors. There were, however, still problems of noise and the usual male disturbance brought on by the exuberance of their own verbosity. Nonetheless, for a few hundred students, this was a new and challenging kind of education.

Having only "reached" perhaps 10% of the 1,300 some-odd students educationally and culturally, the University continued its steady growth of 1,500 new students per year, there must be more ways in which to reach more students with better education. During Orchard Hill's second year of operation a new residence hall complex was opening that would, in 1968,

house some 5,400 students. Its architecture was both high and low-rise and almost seemed to beckon to "Residential Collegism". The University officials took this opportunity to widen the scope of living and learning experiences and began at once to develop a program for a new and different Residential College.

Under the original plan the Faculty Master, Dr. Clarence Shute, his staff of preceptors and Faculty Fellows and again a nucleus of the Student Personnel Division opened with some 750 students. Immediately some of the experiences of Orchard Hill began to ring true in the Southwest Residential College (the name given to the first four low-rise buildings of the new complex). We suddenly realized we were "reaching" only about 10% of the population. Informal group discussions with Faculty Fellows and guests were attracting only the most keenly alert students, while we were sure each and every student could benefit from the merits of the program. Social functions drew the normal large crowd dependent upon the performers and the cultural activities drew only a few interested students. The one aspect of the college that students clamored for was not present during the first year of operation, due to limited space, and that one thing that they clamored for was again classes close to the bedroom.

The complex was due to expand during the second year of operation with the addition of five 22-story towers. The program emerged slowly during the first year and impact upon the students was very limited. At this point the Master's staff decided to include all buildings that were to be constructed in the area as part of their college. This meant the potentiality of serving 3,600 during the 1966-67 academic year. The idea being to allow more student participation in all activities. This proposal met with very little opposition and both the Master's staff and the Student Personnel staff were increased in size to accommodate the expansion of the program.

The task of coordinating the efforts and energies of 3,700 students, staff and faculty into a "new college" in a matter of a few weeks seemed almost insurmountable at the outset, but it was not long before positive steps were taken. Student government was given virtually an open door to innovate and experiment. There were soon over 100 sections of purely academic courses being taught in the residence hall multi-purpose rooms. The major emphasis was on English and other non-lab basic courses from the College of Arts and Sciences. There were also upperclass courses in many fields. One of the major tasks was to find a solution to the delimma

of the lack of contact between Freshmen who take courses together (you will recall the conversation between Meg Shaw and Joe Swain). With Southwest classes no larger than 25 to 30 students, taught by interested faculty, this seemed to be at least a partial solution. House libraries were informally organized with reading, brousing, listening, and reference areas. These now will become extensions of the main library through a grant from the Provost's Office for the coming year. Students have been part of a self-initiated tutorial program in math, speed reading and typing.

Student, faculty and staff participation is now also prevalent in the governmental areas of the-out-of-class activities in the College in such areas as:

1. The Southwest College Council--a body of individuals elected to serve in the best interests of enhancement in each of the individual houses.

2. The Southwest College Cultural Committee--an elected body of individuals designing, planning and programing all cultural events held within the College.

3. The Social Committee.

4. The Athletic Committee.

5. The Communications Committee--responsible for advertisements, the College-wide newspaper and other such publications.

There was still a certain amount of impersonality prevalent in the program. A very few students became jealous over their moments with faculty and staff and required more time of them. Most students who lived in the College remained on the periphery as we still seemed only to reach that infamous 10%. A quick observation, however, showed that it was only a by-product of growth. Our solution to the problem was certainly not unique but we think it will be far reaching and it certainly is a departure from the University's traditional outlook in the Student Personnel Services area. We added more needed Student Personnel members to our total staff and gave them (Area Coordinators and their assistants) complete jurisdiction over the guidance and counseling needs of the College (faculty members realizing that this was not in their bailiwick). Thus we have an increased staff to meet the increasing demands of our student population in this one College and at other parts of campus as well.

We remain encouraged by the potential of our modest gains. Not one of us thinks that it's time to quit. The opportunities are seen by more of the Student Personnel staff and these opportunities remain to be finally

realized. I personally feel that the program has perhaps moved too quickly with too little time, money, manpower, and materials and perhaps a Residential College that is to be a college within a university should not really be as large as this one is planned to be.

Perhaps the answers to many of our yet unsolved problems lie somewhere within the next set of residence plans. I am referring here to the University College. Because we realize the opportunities in this kind of a program, we are now ready, willing and able to build a Residential College, as such, from the very beginning of program formulation.

While it will be longer in planning, larger in its scope of activities, serve only those whose interest is keen and will, we hope, provide all of those things which we have been sorely in need of in our other Colleges as well as those not yet conceived. We at the University of Massachusetts have recognized many of the problems of growth in higher education. We think that we have found <u>one</u> answer to these problems. We are also equally sure that there are other approaches as successful or even more successful than ours. The University College is not a fait accomplis but merely one answer to a very large and complex problem and as we are all here in Washington to learn from each other, I would be interested in hearing about your solutions to the college-growth delimma.

A N N U A L R E P O R T

University Health Services
University of Massachusetts
Amherst, Massachusetts

1967-68

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I. FINANCIAL SUMMARY (preliminary)

	1965-66	1966-67	1967-68
A. Appropriation/Income	$512,650 (1)	$674,376 (1)	$808,050 (1,6)
401 Salaries, permanent positions	$379,950 (2)	$516,476 (2)	$630,595 (2)
403 Wages, miscellaneous personnel	5,500 (3)	6,600 (3)	15,125 (3)
404 Food	10,500 (4)	9,980 (4)	13,000 (4)
406 Housekeeping supplies	10,500	14,000	17,500
407 Medicine and lab supplies	39,000	45,820	53,000
410 Travel	4,000	5,500	5,500
414 Administration	11,200	13,900	18,000
415 Equipment	14,050 (5)	9,673	21,530
Other accounts: clothing, repairs, printing, refunds, permanent reserve	47,950	52,427	33,800
Total appropriations	$512,650	$674,376	$808,050
B. Total expenses	465,112 (7)	619,827 (7)	748,264 (6,7)
C. Balance carried forwarded (needed for July-August expenses) full operation in 1968	$ 47,538 (8)	$ 54,549 (8)	$ 59,786 (6)

(1) Includes balance from previous year

(2) Does not include: retirement contribution, health insurance contribution, and assistance from other sources

(3) Does not include assistance from other sources

(4) Does not include credit from University boarding halls

(5) Some additional equipment from other sources

(6) Estimated 6-1-68

(7) Not included in operating expenses are: maintenance of building, utilities (heat, light, water, sewer), and amortization of cost of building and original equipment

(8) Cash balance

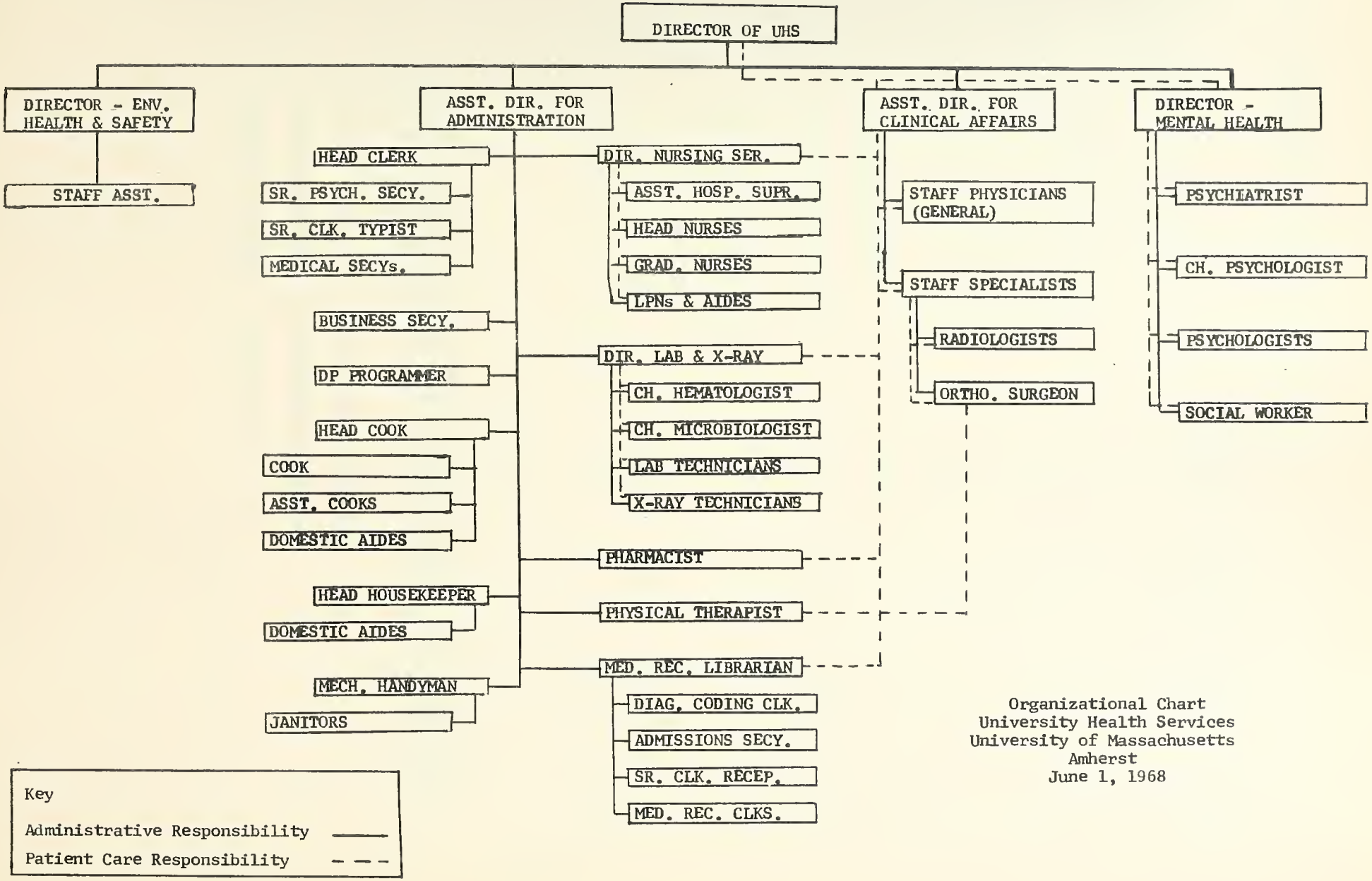
II. PERSONNEL

A. Professional Staff	1965-66	1966-67	1967-68
Director, University Health Services	1	1	1
Assistant Director, Clinical Affairs	-	-	1
Assistant Director, Administration	-	-	1
Staff Physician, full-time	5	7	6
Staff Physician, part-time	1	-	1
Staff Physician, part-time (specialist)	4	4	5
Director of Mental Health	1	1	1
Principal Psychologist	1	1	1
Clinical Psychologist, full-time	2(1)	2	2
Clinical Psychologist, part-time	1	2	-
Staff Assistant, Social Work	-	-	1
Director of Environmental Health & Safety	1	1	1
Staff Assistant, Environmental Health & Safety	-	-	1
Staff Assistant, Business	1	1	-
Staff Assistant, Laboratory	1	1	1
B. Laboratory - X-ray Staff			
Research Assistant, full-time	-	2	3
Research Assistant, part-time	1	0	1
X-ray Technician	1	2	2
Laboratory Assistant	1	1	2
C. Physiotherapy Staff			
Physical Therapist, full-time	-	1	1
Physical Therapist, part-time	1	0	0
D. Pharmacy Staff			
Consulting Pharmacist, part-time	0	0	1
E. Nursing Staff			
Supervisor of Nursing Services	1	1	1
Assistant Hospital Supervisor	1	1	1
Head Nurse, full-time	2	3	3
Head Nurse, part-time	0	0	1
Graduate Nurse, full-time	10	13	12
Graduate Nurse, part-time	7	6	8
Licensed Practical Nurse, full-time	-	-	1
Licensed Practical Nurse, part-time	1	2	3
Hospital Aide, full-time	5	6	7
Hospital Aide, part-time	4	4	2

(1) Psychologist (second position) vacant until April 1966

II. PERSONNEL

F. Secretarial Staff	1965-66	1966-67	1967-68
Head Clerk	0	1	1
Principal Clerk	1	0	0
Senior Clerk Stenographer	1	2	1
Senior Clerk	0	0	2
Medical Secretary, full-time	5	5	4
Medical Secretary, part-time	1	1	2
G. Data Processing			
Programmer, part-time	1	1	1
H. Medical Records			
Medical Records Librarian	-	-	0
Senior Clerk	1	1	1
Medical Records Clerk	1	1	2
Medical Secretary	1	1	1
Medical Secretary, part-time	0	0	1
I. Food Service			
Head Cook	1	1	1
Cook	1	1	1
Assistant Cook	2	2	2
Institutional Domestic Aide, full-time	-	1	1
Institutional Domestic Aide, part-time	3	2	2
J. Maintenance Staff			
Janitor	2	2	2
Head Housekeeper	-	1	1
Institutional Domestic Aide, full-time	5	5	5
Institutional Domestic Aide, part-time	1	1	1
K. Student Workers (all part-time)			
Visitor Monitors	2	2	3
Janitor	2	2	2
Kitchen	2	2	5
Laboratory	2	2	0
Orderly	2	2	3



Organizational Chart
University Health Services
University of Massachusetts
Amherst
June 1, 1968

IV. UTILIZATION OF SERVICES (preliminary)

	1964-65	1965-66	1966-67	1967-68
A. Students enrolled[1]	10,400	11,859	13,658	15,202
B. Services rendered				
1. Outpatient visits, total July 1-June 30	51,069	52,707	60,099	53,829
2. Mental Health Service visits, individual	2,665	2,893	3,704	3,990
Group therapy (patient hours)	827	367	134	623
3. Laboratory (number of determinations)	16,295	26,877	31,917	40,963
4. X-ray Service (number of patients)	2,323	3,261	4,155	4,211
5. Physical Therapy (number patient visits)	3,423	2,021[2]	5,220[4]	5,334
6. Inpatient services:				
Bed patients, total	1,799	1,963	1,892	2,190
Patient days in Infirmary	6,206	[3]	7,088	7,985

Notes

[1] Includes undergraduates and graduates, September 1967, including special and part-time students, some of whom are not eligible for care by the Health Services. Estimated number of students served for 1967-68: 14,500.

[2] Physical therapist available part-time only

[3] Figure unavailable for technical reasons

[4] September 19, 1966 - June 30, 1967

V. PROFESSIONAL ACTIVITIES, PUBLICATIONS, AND RESEARCH PROJECTS

ALLEN, DEAN A., Ph.D. (Chief Clinical Psychologist)

Professional Activities

Advisory Board, Upward Bound Program (and Chairman of Subcommittee on College Life)

Consultant for University Chaplains (two-hour sessions every two weeks at Mental Health Service)

Advisor for M.S. thesis, graduate student in Department of Psychology

Abstracter of the Journal of the American College Health Association for the Personnel and Guidance Journal

Keynote speaker, residence hall counselor training program, at September opening meetings

Participant and group leader, summer orientation program for parents

Committee on Youth and Education, New England Regional Office, American Friends Service Committee

Executive Committee, Valley Peace Center

Radio interviewer for weekly program, WFCR

Publications

"Resolution of Student Pregnancy at the University of Massachusetts," co-authored with Michael Cann, Ph.D., and Thomas C. McBride, M.D., presented at the annual meeting of the American College Health Association and accepted for publication in the Journal of the American College Health Association

Research Grants and Projects

Faculty Research Grant FR-V11-68-1, "Resolution of Student Pregnancy at the University of Massachusetts" (with Michael Cann, Ph.D., and Thomas C. McBride, M.D.)

ANASTASIA, PETER J., M.D. (Staff Physician)

Professional Activities

Organizer and advisor to Weight-Watchers group of the staff of the University Health Services

AVERILL, BARRY W., B.S. (Assistant Director for Administration)

Professional Activities

Secretary, Administration Section, American College Health Association

Chairman, Committee on Data Processing, Administration Section, American College Health Association

Committee for Revision of American College Health Association Standards and Practices

Consultant to the University of Georgia, March 20-22, 1968: Recommendations for a Comprehensive University Health Program

Consultant to the University of Bridgeport, June 7, 1968: Recommendations on the Construction of a New Health Center Building

Attended the annual meeting of the American Association of Medical Colleges, New York, October 1967

Participant in the annual meeting of the American College Health Association

Attended the New England Hospital Assembly, March 1968

Attended the Midwest American College Health Association Meeting, November 1967

Visited the University of Indiana, University of Minnesota, and Harvard University Health Services in connection with the construction of the Infirmary addition at the University of Massachusetts

Attended the American Management Association Briefing Session #6349-02 "Planning Computer-Based Information Systems," New York, May 27-29, 1968

Chapter Advisor, Tau Kappa Epsilon Fraternity, University of Kentucky

CANN, MICHAEL, Ph.D. (Clinical Psychologist)

Professional Activities

Co-author, protocol manual for Mental Health Service

Participant and group leader, summer orientation programs for freshmen and for parents

Participant in training groups (two) for heads of residence

Guest lecturer, School of Home Economics, University of Massachusetts, "Psychology of Clothing"

Consultant in Rehabilitation Psychology and member, Rehabilitation Advisory Board, Goodwill Industries, Springfield

Area Mental Health Board

CANN, MICHAEL, Ph.D. (continued)

Publications

"Resolution of Student Pregnancy at the University of Massachusetts," co-authored with Dean A. Allen, Ph.D., and Thomas C. McBride, M.D., presented at the annual meeting of the American College Health Association and accepted for publication in the Journal of the American College Health Association

Research Grants and Projects

Faculty Research Grant FR-V11-68-1, "Resolution of Student Pregnancy at the University of Massachusetts" (with Dean A. Allen, Ph.D., and Thomas C. McBride, M.D.)

COTANCHE, JAMES G., M.D. (Staff Physician)

Professional Activities

School Physician, Hadley School System

Attending-Consulting Staff, Veterans Administration Hospital, Northampton

Advisor to PreMed Club, University of Massachusetts

GAGE, ROBERT W., M.D. (Director, University Health Services)

Professional Activities

University Health Council, Chairman 1967-68

Chairman, Department of Public Health, University of Massachusetts

Review Committee for Human Subjects in Research, University of Massachusetts

Student Personnel Activities Council, University of Massachusetts

Board of Administration and Records, University of Massachusetts

American College Health Association

Vice President 1967-68

President-Elect 1968-69

Chairman, Committee on Recommended Standards and Practices

Chairman, Editorial Committee

Executive Planning Committee for Fifth National Conference on Health in College Communities

American Medical Association - American College Health Association Liaison Committee

GAGE, ROBERT W., M.D.

Professional Activities (continued)

Massachusetts Chapter, American Academy of General Practice

Secretary 1967-68

Collaborative Research Committee

Lecturer

Northampton School for Girls

Mary Burnham School, Northampton

Salisbury School, Salisbury, Connecticut

Amherst Regional Schools

Consultant

Hampshire College, Amherst

Loyola College, Montreal

Participant

National Health Forum 1968

Rochester Institute of Technology Symposium: New Approaches to College Health Nursing, June 5-7, 1968

HALL, LEO B. (Director of Laboratories)

Professional Activities

Participant in course, Laboratory Methods in General Medical Bacteriology, Tufts University School of Medicine

Advisor on M.A. thesis, graduate student in Department of Psychology

Publications

Hall, Leo B., Serum Glutamic Pyruvic Transaminase Levels in Patients with Infectious Mononucleosis, Journal of the American Medical Technologists 30, 2 (1968)

Research Grants and Projects

Faculty Research Grant FR-V11-66-1, "Hematological Values: A Study Designed to Provide a Statistical Model for Continuing Evaluation of Normal Ranges for Selected Hematological Determinations" (with James R. Ralph, M.D.)

Faculty Research Grant FR-V11-67-2, "Electrophoretic Analysis of Serum Proteins in Patients with Infectious Mononucleosis" (with James R. Ralph, M.D.)

JANOWITZ, JULIAN F., M.D. (Director of Mental Health)

Professional Activities

Guest lecturer

Department of Psychology: Psychotherapy
Counseling Techniques

School of Nursing: Senior psychiatric affiliation

Presentation, "Preventive Mental Health in a Walled City," Western New England Psychiatric Association, April 1968

Participant in panel discussion, "Sex Education Responsibility," New England Obstetric and Gynecologic Nursing Association

Consultant for School of Nursing

Weekly group psychotherapy for faculty

Marathon psychotherapy session, October 1967

Chairman, Four-College personnel, guidance, and mental health group (monthly meetings)

Publications

Janowitz, Julian F., Is This Moratorium Necessary?, Journal of the American College Health Association 16, 4, April 1968

KLEIN, STEPHEN M., M.S. (Clinical Psychologist)

Professional Activities

Consultant for graduate course in Psychotherapy, Department of Psychology

MC BRIDE, THOMAS C., M.D. (Assistant Director for Clinical Affairs)

Professional Activities

School Physician, Amherst-Pelham School System

Assistant Professor, Department of Public Health, University of Massachusetts

Advisor on M.S. thesis for graduate student in Physical Education

Advisor on Senior Honors Program for two students in Physical Education

Provided videotape series, "Network for Continuing Medical Education," for members of the medical staff of the University Health Services

Provided film series, "Boston Medical Reports," for members of the medical staff of the University Health Services

MC BRIDE, THOMAS C., M.D. (continued)

Publications

Darity, William A., Piedmont, Eugene B., McBride, Thomas C., and Romanella, Alan E., Some Implications of a Pregnancy on Campus: A Research Study, Journal of the American College Health Association 16, 3, February 1968

"Resolution of Student Pregnancy at the University of Massachusetts," co-authored with Michael Cann, Ph.D., and Dean A. Allen, Ph.D., presented at the annual meeting of the American College Health Association and accepted for publication in the Journal of the American College Health Association.

Research Grants and Projects

Faculty Research Grant FR-V11-68-1, "Resolution of Student Pregnancy at the University of Massachusetts" (with Michael Cann, Ph.D., and Dean A. Allen, Ph.D.)

PETERS, HOWARD A., Ph.D. (Director of Environmental Health and Safety)

Professional Activities

Participated in organization of the New England Campus Health and Safety Institute, held at the University of Massachusetts January 16-17, 1968

Massachusetts Community Colleges Advisory Committee for Public Health Training

Presented short commentary on air pollution on Channel 22, Springfield, January 29, 1968

Presented talk on school safety to Amherst Kiwanis Club, January 27, 1968

Research Grants and Projects

Received $5,000 U.S. Public Health Service Biomedical Sciencies Support Grant to develop research and training programs in air pollution

RALPH, JAMES R., M.D. (Staff Physician)

Professional Activities

Faculty Advisor, Class of 1970, University of Massachusetts

Participant, Student Workshop on Activity Problems Conference (University of Massachusetts), Fall 1967

Attending-Consulting Staff, Veterans Administration Hospital, Northampton

Active Staff, Wing Memorial Hospital, Palmer

REED, GEORGE H., M.P.H. (Staff Assistant, Environmental Health and Safety)

Professional Activities

Hampshire County Mental Health Association

ROSEMAN, JACOB, M.D. (Psychiatrist)

Professional Activities

Consultant, Southwest Residential Area, University of Massachusetts

Consultant, Upward Bound Program

Organizer, Campus Police Workshop on Mental Health, University of Massachusetts

Presentation, "Caretakers of the Campus; the Non-Professional," Four-College Mental Health Seminar, April 6, 1968

Alcoholic Beverage Committee (student-faculty committee), University of Massachusetts

Speaker on natural childbirth, Pioneer Valley Childbirth Association

Prenatal parent instruction, Amherst Board of Health

Participant, New Morality Seminar, Mary Burnham School, Northampton

Leader, Valley Free University sensitivity group

Consultant in Psychiatry, Veterans Administration Hospital, Northampton

SIDDALL, LAWRENCE B., M.S.W. (Social Worker)

Professional Activities

Participant and leader for two groups in the counselor training program

Initiated questionnaire survey of marriage counseling needs of married students

Gave two dormitory talks, one with movie on LSD, one with movie on marijuana

Treasurer and member of Executive Board, Pioneer Valley Chapter, National Association of Social Workers

SNOOK, GEORGE A., M.D. (Orthopedic Consultant)

Professional Activities

Instructional course lecture, "Head and Neck Injuries in Athletics," 35th Annual Meeting of the American Academy of Orthopedic Surgeons, Chicago, January 21, 1968

Presentation, "Student Injuries in Athletics and Recreation," New England Health and Safety Institute, University of Massachusetts, January 17, 1968

Chrisman, O. Donald, Snook, George A., Southwick, Wayne O., "Cartilage Degradation and Salicylates," scientific exhibit at the 35th Annual Meeting of the American Academy of Orthopedic Surgeons, Chicago, January 20-25, 1968

Publications

Chrisman, O. Donald, and Snook, George A., Studies on the Protective Effect of Aspirin Against Degeneration of Human Articular Cartilage, Clinical Orthopedics and Related Research 56, January-February 1968

Manders, Eric I., and Snook, George A., 42nd Royal Highland Regiment (The Black Watch), 1784, Plate No. 297, Military Uniforms in America, Company of Military Historians, copyright 1967

VI. SUMMARY OF ACTIVITIES

A. Clinical Services

The pattern of utilization of personal health services has followed generally that of the past few years, with utilization of the outpatient department falling slightly below the level of last year. The slight decrease in utilization may reflect in part some student reluctance to use the outpatient clinic as freely as previously because of the increased waiting time resulting from increased crowding in the present Infirmary and in part a medical staff which has not been at full strength. No epidemics of influenza or other communicable diseases have been noted; accidents continue at approximately the same rate.*

There has been a considerable increase in the number of pregnancies among unmarried students, the number being approximately twice that for the preceding year (which, in turn, was about twice the number for the year preceding that). To what extent this is a reflection of the annual increase of about 10 percent in the number of women on campus, an increasing acceptance of the Health Services as a source of help in time of trouble, or a real increase in rate, it is impossible to decide. Probably some of the increase can be attributed to each factor. This startling observation has stimulated our staff to attempt to identify the factors contributing to an apparent trend. Our impression is that lack of accurate information, human carelessness and disregard for unreasonable risks, alcohol, underlying emotional conflicts, the search for personal closeness, and probably other factors have all played a part. Our original project for a retrospective analysis among those involved last year encountered such unanticipated resistance that it was modified as reported later in this report. Future services designed to prevent proliferation of these personal misfortunes will depend upon the findings of this and similar studies.

There has been a comparable increase in venereal disease among students, both men and women. These observations probably are not unrelated.

In an effort to provide students more prompt service and to relieve physicians of the care of routine problems, a "wart clinic" was organized, manned by nurses who volunteered for this service and who received instruction in the mechanical and chemical removal of warts. Sufficient satisfaction was achieved to make it worthwhile to extend this service next year and to explore similar services which can be provided by capable nurses.

We are aware of ten deaths among full-time students during the past twelve months, none of these from natural causes. Eight of the deaths were accidental (five in automobile accidents and two from suicide). Neither of the suicide victims had been under treatment in our Mental Health Service.

B. Community Health and Consultation Services

During the year a new program for student counselor training was undertaken jointly by the Student Activities office, the Counseling and Guidance Service,

*A change in data collection, with adoption of a nearly fully automated system, may be an additional factor.

and our Mental Health staff. Student counselors were divided into groups of 12-15 members, each group having assigned as leader a staff member from one of the departments organizing the program. Groups generally met weekly throughout the first semester, with a meeting format which was loosely organized and largely self-determined by each group. All members of our Mental Health staff participated in this activity and in the coordinating meetings of the group leaders.

The project had variable success, depending apparently upon the "mix and motivation" of the students within each group, the expertise of the staff member as a group leader, and the range of problems which the students brought from their own experience. The project as a whole represented one step in the evolution of the student counselor profile from that of disciplinarian to that of membership in the helping services of the institutional community. It was seen by the Mental Health staff as a very useful means of influencing the climate of the University in a constructive manner. We look forward to continued participation and to even greater success next year. Whether the format should be more carefully structured or should emphasize sensitivity training is a subject which will have to be resolved as the program develops.

The Mental Health staff has continued its close cooperation with the faculty of the School of Nursing in a series of weekly group meetings, which apparently have been helpful in fostering a clearer sense of identity and an easier relationship with students in the school. This is an important feature of our community mental health activities.

C. Environmental Health And Safety

As the University increases in size, its population increases in concentration, and its activities become more complex. It is inevitable that there will be more evidence of environmental stress, both physical and emotional, and a decreased tolerance of this stress. During the past year our attention has been drawn more forcefully to the standards of housing and food service in the fraternities, which in many cases have been consistently sub-standard. The perpetuation of inadequate, antiquated frame structures for housing of large groups of students has been tolerated longer than prudent, in anticipation of development of a fraternity-sorority park in which existing chapters could be encouraged to build new and approved housing. After considerable negotiation, it appears that this fraternity-sorority park is about to become a reality and that several of the less satisfactory houses now in existence can be closed in the near future. It is our conviction that regardless of the ability of these houses to move to satisfactory quarters, we can no longer tolerate the existence of housing which is clearly sub-standard in safety and for which the University ultimately must bear some responsibility. Thus, those houses which are unable either to meet acceptable safety standards in their present locations or to be vacated in favor of new approved buildings will be condemned for continued occupation by student groups in the very near future.

Another repeated source of difficulty in sanitation has been the kitchenettes in the residence halls. These were designed primarily for intermittent use for light snacks on social occasions but apparently (possibly inevitably) have been used rather consistently for the preparation of regular meals. Those residence halls having strong student governments have been

able to control use and maintain satisfactory sanitary conditions; those with less effectual student governments have been less successful - some frankly deplorable. The Director of Environmental Health and Safety, supported by the University Health Council, has recommended that those kitchenettes which have been found consistently unsatisfactory in sanitation be closed prior to the beginning of the next school year. It is unfortunate that this action is necessary, since it may be helpful for students to economize by having opportunities to prepare their own meals. A fire in one of the kitchenette ovens was graphic proof, however, of the hazards related to carelessness. Compromise of safety and sanitation are large and unacceptable prices for minor economies.

During the past year a team from the USPHS conducted an injury hazard survey throughout the campus. In this they were aided in evaluation of traffic safety and illumination by consultants from the Massachusetts Department of Public Works and the Western Massachusetts Electric Company. The report of this group has not been received, but it is our hope that it will provide strong support for a basic reorganization of those resources on the campus concerned with the surveillance and promotion of safety measures. It is our conviction that safety is a basic health responsibility. The coordinator of the safety program should be identified primarily as a member of the health team and the safety program as an integral part of the University's total program for health.

D. Health Education

The interests of students in education for health continues brisk and unabated and the staff of the Health Services has been busy responding to student requests for health information programs in residence halls. Students make it clear that this is a continuing need and that our services in this area should be increased. Although our present program reaches directly only a relatively small number of students at any one time, it is apparent from the discussion on campus that it has an effect among students far beyond the number actually involved in health discussions. Students are clearly aware of their needs for more adequate health information and for deeper involvement in basic programs of education for health. Fortunately, our staff finds considerable satisfaction and stimulation from this contact with students and it is clear that the program will continue to grow in the future.

As the student body enlarges it becomes increasingly clear that a requirement of all students for a health "course" is becoming rapidly more impractical. Other methods, through lectures, panels, discussions, campus radio, videotapes, etc., will have to be explored as means for spreading our influence among the students more effectually. A full-time coordinator of health education should be added to the staff in the near future to promote and coordinate this program.

E. Laboratory

The laboratory continues to be outstanding in the level of service provided, a level of service which is no less than astonishing in view of the present totally inadequate quarters. The excellent rapport among the medical, nursing, and laboratory staffs and the involvement of some members of the laboratory in advisory programs for students has created a climate in the laboratory which has helped to maintain the interest of an unusually competent staff.

The laboratory has participated with outstanding success in the approval program of the Massachusetts Department of Public Health and in both the basic and the comprehensive approval program of the College of American Pathologists.

F. Pharmacy

A major step forward was taken this year with the appointment of Mr. Jeffrey Harsfield as a Registered Pharmacist on a part-time basis. The proper procurement, custody, and dispensing of medications had become an increasing problem with the continuous increase in patient services and a concomitant increase in the number of nursing personnel involved in handling medications.

The appointment of the pharmacist has led directly to instituting a more appropriate means for procuring and maintaining control of medications. Most important, procedures have been instituted to assure maximum safety in the distribution of medications to patients in both inpatient and outpatient services. The number of persons handling medications has been reduced, adding a considerable measure of safety and simplicity to the service.

Another advantage has been clearer inventory control, with the result that analysis of utilization is now possible on a continuing basis.

We note, with our thanks, the considerable contribution made to our pharmacy in the form of pharmaceuticals from several manufacturers, notably Pitman Moore, William H. Rorer, Inc., White Laboratories, Inc., and Westwood Laboratories.

The rapidly increasing demands on the pharmacy will require its relocation in more spacious quarters if the present standards of service are to be maintained.

G. Research

Two projects are continuing in the laboratory area: one concerning an analysis of electrophoretic patterns in plasma of patients with mononucleosis and the other an analysis of standard methods and normal values for selected laboratory determinations in healthy college students. Both projects are to be continued.

In an effort to understand the apparent increase in the rate of pregnancy among unmarried students, a modest retrospective project was begun, supported by a faculty research grant. Each student for whom a diagnosis of pregnancy had been established during the 1966-67 school year was contacted and invited to participate in this study of the factors leading to the unplanned pregnancy. In view of the sensitive nature of this inquiry, great care was taken to maintain confidentiality by having each letter of invitation sent as a personal letter from the physician who attended the student at the time the diagnosis was made. The student was invited to call or write to a social worker if she were interested in participating in the study, and no student at any time was contacted by any person other than the physician who had seen her at the time.

Inspite of these precautions for maintaining confidentiality, there was so much more reaction to the project than had been anticipated that it soon became apparent this type of retrospective study would be unreliable because of the small and restricted sample available for analysis.

As a result, attention was turned to a determination of the attitudes of students and staff (heads of residence and student counselors) toward the resolution of the problem presented by the unmarried pregnant student. A part of the results were presented at the 1968 Annual Meeting of the American College Health Association and additional results will be reported through the Office of Institutional Studies.

Several members of the staff have a continuing interest in investigating those factors, physical, emotional, and social, which are contributing to an apparent increase in the rate of premarital pregnancy, paradoxically at a time when an increase in enlightenment and resources should make a definite decrease possible. It seems clear that if we are to perform our educational function effectually, we should have solid information concerning causes as a basis for direction of the program in the future. Accordingly, plans are being made for beginning a current and prospective study of this problem among those students whom we anticipate will consult us during the coming year.

H. Staff

We have been most fortunate to have Mr. Barry Averill join us as Assistant Director for Administration. He is making an enormous contribution, especially in the organization and management of personnel, financial, and maintenance functions. His many talents are increasingly valuable as we approach the active stage of planning for a major addition to the Infirmary.

The year has been a difficult one for members of the medical staff, since there have been one or two unfilled positions for staff physicians throughout the year. Two of the previous members of our medical staff left during the year for positions of increased responsibility, one as medical director of a nearby community hospital, the other as medical director of the outpatient services of a nearby teaching hospital. It is a source of considerable satisfaction to realize that members of our staff were seen as competent for these important positions. Their loss during the year, however, has created a gap which it has been impossible to fill during the school year. Fortunately, we are able to report that appointments have been made for a full medical staff effective September, 1968. The year ahead looks much brighter.

One of the interesting developments in the area of personnel was an inter-staff evaluation between the nursing and medical staffs. Initiated through a concern on the part of physicians for having a voice in recommending those nurses to be given major responsibility, it soon became apparent that useful information might flow both ways. After considerable discussion, appropriate evaluation forms were devised and members of the respective staffs volunteered to participate in the evaluation program. In addition, the nursing staff participated generally in a program of evaluation of its own members. The inter-staff evaluation evoked a mixed response, being seen as very helpful by some, indifferently by others, and with some anxiety by a small minority. The program probably will be carried on in a modified form in the future.

As in the past, the inservice education program, especially that for nurses, has been very active. There have been monthly meetings of the

nursing staff with the Director of Mental Health to discuss the role of the nurse in patient counseling and to offer guidelines and direction for nurse-patient interviews. Tapes of nurse-patient conversations were analyzed and discussed as a basis for this program.

Regular meetings of the nursing staff have been held, at which physicians have discussed new (and older) medications, treatments, and general patient care problems. These have been seen as extremely valuable conferences. One interesting innovation was the organization by one of the staff physicians of a weight-watchers club for staff members. This group met weekly, with surprising consistency, and with even more surprising results - several slimmer figures are noted among us. One outstanding result of the group's activities has been the initiative of several nurse participants in offering to become group leaders for students interested in a similar program. This will be explored actively as soon as school begins in the fall.

In addition, there has been a variety of intermittent programs of inservice instruction during vacations, including a concentration on emergency treatment, use of new equipment, drug abuse, premarital pregnancy, and venereal diseases.

Members of the nursing staff continue to participate regularly in the course on "New Perspectives in College Health Nursing" at the University of Colorado. This has been a universally helpful experience for all participants.

As a result of the initiative of Dr. McBride, the University Health Services has been designated as the regional recipient of videotapes from the Network for Continuing Medical Education. These programs, to which area physicians are invited, are shown at two-weekly intervals. In addition, film copies of the Boston Medical Reports are being seen on a regular basis.

The continuing commitment of the staff to professional improvement and inservice training is one of the clearest indications of its dedication to continuing high-quality service. It is by no accident that there is a close correlation between determination for continuing education on the one hand and high-quality patient care and professional satisfaction on the other.

VII. SPECIAL PROJECTS

1. The weight-watchers clinic (staff). Organized by Dr. Anastasia, this was very successful and apparently will become a model for student groups for next fall.

2. Records. There has been a continuation of the data-gathering and analysis project begun previously. Last year the commitment was made to transfer from a system of manual to automatic (mark sense) collection of data, both from entrance health evaluations and from daily outpatient services. The latter is now operational, with a weekly analysis of services rendered on the basis of diagnostic categories, classification of patients, services rendered, physicians or nurses seen, etc. The project for recording and analyzing entrance health information seems in order and will receive its trial by fire during this year's summer counseling program.

   We are totally convinced that this procedure is an invaluable tool for recording and analyzing information on the basis of which past performance and projected future needs can be evaluated. Already the information gathered has proven to be invaluable in projecting service needs for the major addition to the Infirmary, which is now in initial design stage.

3. Pregnancy study. This has been described already. There will be a major write-up of the project for the Office of Institutional Studies.

VIII. FUTURE NEEDS

A. Space

Authorization of a feasibility study for expansion of the Infirmary, the appointment of an architect, and visible evidence of a proposal for expansion of the Infirmary are encouraging as recognition of our critical need for additional space. In a move of desperation and with great reluctance, the Mental Health area was moved into adjacent Brooks residence hall early in the year. This was done in order to provide a second area for the outpatient department on the second floor. It was an unfortunate move, dictated by the absolute necessity for more space. Even with this expansion for the outpatient area, we are rapidly approaching a situation of inevitably decreased efficiency in which the addition of more personnel will not add proportionately to the efficiency with which patients are seen as outpatients.

Unfortunately, it probably will be the fall of 1971 before new quarters are available, if all goes well, but at least we are encouraged by planning for the addition to the building.

B. Definition of Future Plans

With the beginning of active plans for the addition, attention is focused again on the need for clarification of the manner in which the University's health program will develop in the near future. There are several specific areas of concern.

(1) Student dependents - There is considerable interest in making health care available for student dependents under the same circumstances and from the same source from which it is available to students. The level of interest has been under study by the Office of Institutional Studies during the present year. It seems clear that in any family the health of each member is a matter of concern to and influences the activity of all other members. This is no less true of student families, in which the health and welfare of the student dependents influences directly the efficiency of the student in the degree to which he may utilize his academic opportunities, than it is for others. Considered from this point of view, the health of student dependents is of considerable interest to the University if its academic and other resources are to be used with a minimum of waste. Careful thought should be given to the possibility of developing a system through which student dependents may, at least voluntarily, subscribe on a group-prepayment basis to the same high quality of care as is available to unmarried students. Planning for this program should be undertaken with representatives of the Amherst medical community, who may wish to participate in the health care program.

(2) Dental care - It is clear that students want, need, and are willing to support the addition of dental care to the services presented in the health program. Plans are being made for inclusion of facilities for dental care in the new Infirmary, probably including emergency care and limited elective work on a reduced payment basis. There appears to be no possibility that this service can be offered prior to our occupying the addition to the Infirmary.

(3) Occupational health - There has been an increasing concern in colleges and universities for providing a realistic occupational health program, reflecting the observation that the health of any element of an institutional community has a direct bearing upon the health and welfare of other elements of the community and influences the efficiency of the entire operation. Stimulus for this development comes from two factors. In the first place, colleges and universities have become increasingly complex semi-industrial units involved in more sophisticated research and instructional programs with their accompanying hazards to the individuals involved. Examples are the proliferation of uses of radioactive materials, the development and exploitation of more hazardous chemical substances, increasing use of heavy power machinery, etc. It is in the interest of the University and the Commonwealth of Massachusetts to control employee participation in these activities by establishing regulations and practices which will minimize hazards to persons and by having readily available resources for providing care to injured workers. Savings in compensation payments, increased efficiency, reduction of hazards to persons, and increased morale are clear justification for this concern. Other schools (i.e., University of Nebraska) have demonstrated that these savings more than cover the cost of the occupational medicine program.

Another stimulus for this development comes from a recognition that the morale and efficiency for the entire operation will be increased if the University shows a high level of interest in its employees' welfare. A growing number of colleges and universities throughout the country are assuming an obligation for providing health care for faculty and staff. This varies from a thorough and realistic program of surveillance of hazards and care for work-related injuries to rather comprehensive plans for pre-employment health evaluations for all employees (or at least those at the upper echelons of the faculty), opportunities for periodic health evaluations, and provisions for certain preventive measures.

Our activities in this area in the past have included assuming responsibility for clearance of all employees for tuberculosis, provision of immunizations for faculty planning overseas travel in connection with their work, and initial evaluation and care for work-related illness or injury or illness which becomes pressing while the employee is at work. About four years ago there were preliminary discussions concerning our providing the "executive-type" health evaluation for prospective high-level faculty appointees. Apparently the cost of the program was a discouraging factor at that time, and the matter was dropped.

(4) Health care for faculty - A small but increasing number of schools is making general medical care available to faculty (and in some cases to faculty dependents) on a voluntary basis. Harvard University as well as several Mid-West state universities have well-developed programs. It is common in these institutions for any member of the faculty or staff to have the privilege of subscribing to a faculty health care program for certain specified benefits. This plan usually operates as the student health plan does, except that the faculty plan is voluntary, while that for students usually is compulsory. In order to

provide equitable support, in proportion to services utilized, there is a differential in the fee charged the faculty in order to underwrite the cost of the program. Providing care for faculty is an especially delicate subject in a small town such as Amherst, where the faculty and employees of the University comprise such a large proportion of the population.

It is especially important that health professionals in the area be invited to participate in planning for any faculty care program. The impact on the medical community would be minimized if the demand could be anticipated and plans made well in advance of implementation. The first step should be to study carefully the expressed need of this faculty and staff and the trend in providing health services in other comparable institutions.

It is almost certain that if the cost of medical care continues to rise as rapidly in the future as it has in the past, there will be an increasing pressure for finding means for meeting health needs through subscriber groups. It has been demonstrated repeatedly that better quality health care can be provided at less cost with thoughtful group planning, including prepayment, than can be done on an independent fee-for-service basis.

The obvious importance of considering this at present is that proper care can be given only within reasonably adequate facilities. It would be a tragic mistake to build an addition to the Infirmary under the assumption that our only responsibility would be to continue the present program of care for students and then to find, after it had been completed, that we are asked to assume major responsibilities for faculty and for student dependents with no ready means of modifying or extending the building.

(5) Health education - As has been mentioned previously, students are keenly aware of their interest in and willingness to support a program for more realistic education for health. Our entire professional staff has a keen and continuing interest in health education, but its effectiveness is limited by an inescapable preoccupation with providing direct personal services. As a consequence, our involvement in health education, in response to student requests, is too often on an episodic and ad hoc basis, with poor coordination of our limited resources. It seems clear that we should plan for the addition of a full-time health educator in the near future.

It is recommended that a position of Health Educator, on a full-time basis, be planned for the 1969-70 school year.

In summary, the year has been a busy and rewarding one, in which some problems have been resolved, many questions have been raised, and many opportunities for service answered. We have considerable to look forward to during the years ahead.

COUNSELING CENTER

UNIVERSITY OF MASSACHUSETTS
Amherst, Massachusetts

ANNUAL REPORT

July, 1967 - June, 1968

J. Alfred Southworth
Director

June, 1968

INTRODUCTION

1967-68 has been a year devoted in large measure to reviewing and refocusing the efforts of the Counseling Center in the light of personnel shortages. These have made it mandatory that we focus more on consulting and training activities and less on direct services to students. The particular graduate students that we had in training this year required a great deal of staff attention. The amount of direct service they could provide was somewhat restricted due to their limited preparedness for service functions. Nevertheless, we extended services to approximately 60% more students than were helped last year. Our total number of contact hours, however, was reduced by approximately 10 percent.

I. APPROPRIATIONS

Account No.		1965-66	1966-67	1967-68
03	F-26	$11,390	$ 9,600	$12,550
	F-28	31,200	30,000	22,400
10		355	300	200
11		500	---	---
12		200	220	200
13		6,100	6,000	4,000
14		2,535	1,300	900
14-1		---	985	1,035
15		440	---	---
16		4,300	6,000	6,000
		57,020	54,405	47,285

II. PERSONNEL

Rank	Number in Each Position 1965	1966	1967	Vacancies 1967
Director of Counseling Center	1	1	1	0
Assistant Director of Counseling	1	0	0	1
Staff Assistant	2	2	1-2/5	0
Psychological Counselors	3	1	2-1/2	1/2
Consultants	1/5	1/5 (2)	1/5	0
Research Coordinator	1-1/4	1	0	1
Total Professional Staff	8-9/20	5-2/5	5-1/10	2-1/2
Junior Programmer	0	1	1	0
Psychological Assistant	1	1	1	0
Senior Clerk/Typist	1	1	1	0
Junior Clerk/Stenographer	1	1	1	0
Total Non-Professional Staff	3	4	4	0

The staff of the Counseling Center redirected its efforts somewhat this past year. We focused more on consulting and training activities than we did the previous year. Additions to the staff included Dr. Mary Alice Julius, who replaced one of the three psychological counselors who left the Department in 1966.

Mrs. Patricia Delisle replaced Mrs. Olivia Walker as Psychological Assistant in September of 1967. This was an advancement for Mrs. Delisle who had previously occupied our senior-clerk position. Miss Charon Berg replaced Mrs. Delisle as senior clerk.

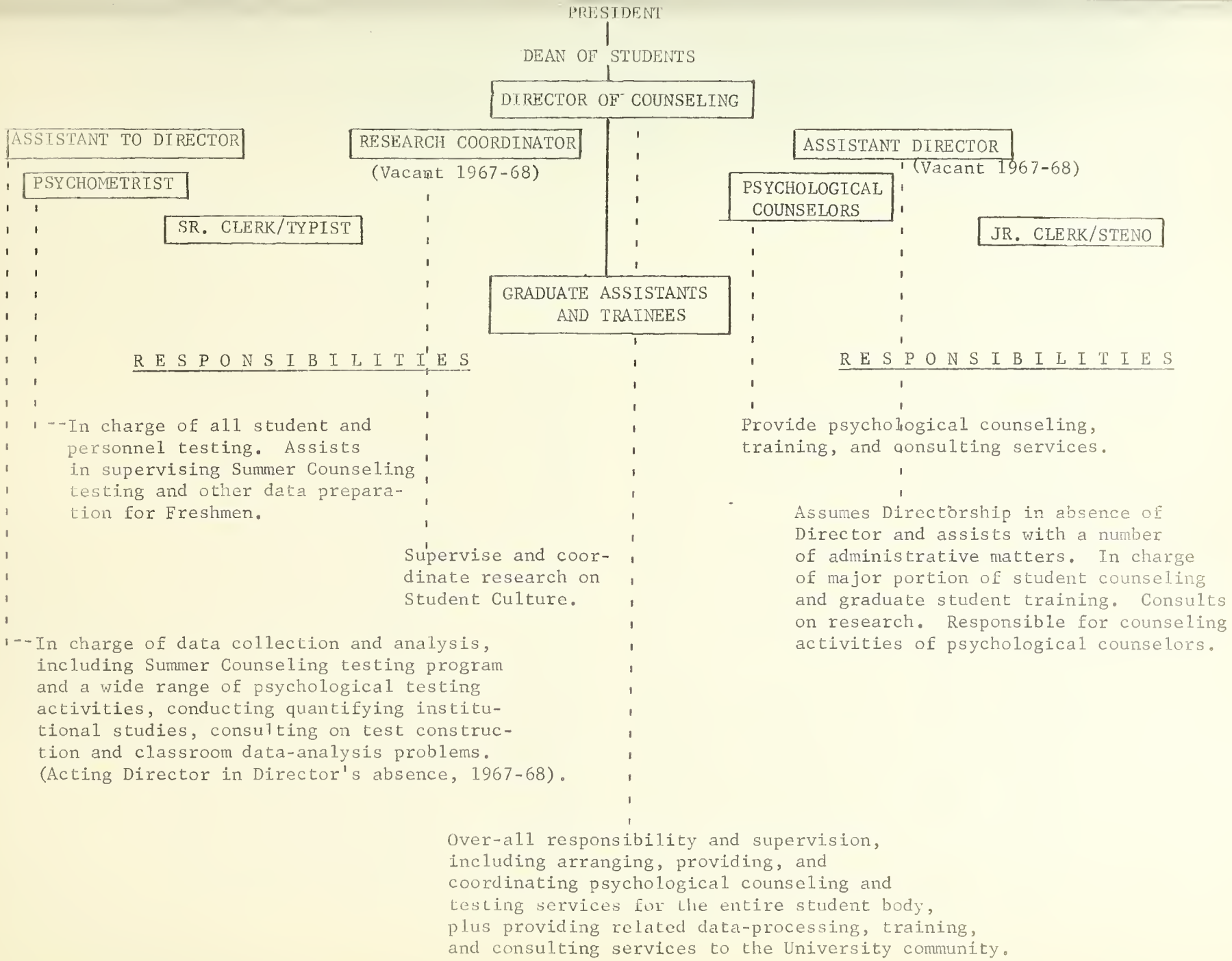
Mrs. Joyce Emerle, who occupied our junior-clerk stenographer position left for a higher grade position in the summer of 1967. Mrs. Norma Montgomery replaced her until January of 1968 when she resigned to resume college. Mrs. Leona Dermody replaced Mrs. Montgomery.

Dr. Mona Morningstar left the Counseling Center in August of 1967 for a position at Stanford University. She was not replaced because the grant which was supporting her was diminished to the point where insufficient funds were available for replacement.

We entered fiscal 1968 with two vacant professional positions. Difficulties encountered in obtaining academic appointments for staff caused us to go beyond the recruiting season with these vacancies. It was decided not to fill them until adequately trained and otherwise suitable candidates could be found.

We were fortunate in having the half time services of Dr. Dee G. Appley, who took over major responsibility for the graduate student training function of this office; and Dr. Richard Johnson, who helped with much of the modest amount of research that we were able to carry out this past year.

Miss Eleanor Bossi joined the staff June 1st to coordinate the University's New Student Programs. She has, over this past year worked part-time on the Freshmen Summer Counseling Program and the Summer Transfer Student Program as an exchange staff assistant from Windham College, Putney, Vermont.


PRESIDENT
DEAN OF STUDENTS
DIRECTOR OF COUNSELING
ASSISTANT TO DIRECTOR
PSYCHOMETRIST
SR. CLERK/TYPIST
RESEARCH COORDINATOR
(Vacant 1967-68)
GRADUATE ASSISTANTS AND TRAINEES
PSYCHOLOGICAL COUNSELORS
ASSISTANT DIRECTOR
(Vacant 1967-68)
JR. CLERK/STENO
RESPONSIBILITIES
--In charge of all student and personnel testing. Assists in supervising Summer Counseling testing and other data preparation for Freshmen.
--In charge of data collection and analysis, including Summer Counseling testing program and a wide range of psychological testing activities, conducting quantifying institutional studies, consulting on test construction and classroom data-analysis problems. (Acting Director in Director's absence, 1967-68).
Supervise and coordinate research on Student Culture.
Over-all responsibility and supervision, including arranging, providing, and coordinating psychological counseling and testing services for the entire student body, plus providing related data-processing, training, and consulting services to the University community.
RESPONSIBILITIES
Provide psychological counseling, training, and consulting services.
Assumes Directorship in absence of Director and assists with a number of administrative matters. In charge of major portion of student counseling and graduate student training. Consults on research. Responsible for counseling activities of psychological counselors.
Consultants: Richard W. Johnson, Dee. G. Appley
Director: J. Alfred Southworth

IV. COUNSELING AND CONSULTING

Consulting functions took more staff time than was the case in 1966-67. Counseling and Guidance staff covered seven (7) undergraduate counselor training groups and thus provided training experiences for approximately sixty (60) counselors. In addition, Dr. Appley provided many hours of consultation on group process and research to various members of the University community.

We got through most of the year without extended waiting lists. Students were forced to wait, however, for services for unreasonable periods of time toward the end of each semester, particularly the end of the second semester.

We had five graduate student counselor trainees in the Center this year. The training of these graduate students required many hours of staff time. The fact that two of these trainees are moving into counseling positions of considerable responsibility this next year seems to more than justify this effort. The other consideration that we are training people for professional activities in a field that has extreme shortages across the nation, again seems ample justification for spending time in what is essentially a teaching function.

Between September 5, 1967 and May 24, 1968, 1,020 students were counseled at the Center for a total of 2,029 interviews. 637 of these interviews were single contacts. The remaining number of students was seen for an average of 3.6 interviews per student.

In addition to the counseling activities, the secretarial staff answered approximately 4500 inquiries for information on such matters as psychological examinations and a multiplicity of questions that required them to redirect students to other service facilities such as the Placement Office and CASIAC.

Summer New Student Counseling Programs - 1967

3040 freshmen plus 725 transfer and returning students were advised and pre-registered during the Summer Counseling Programs.

V. MAJOR ACCOMPLISHMENTS

Our principal accomplishment this year consisted of increasing our training and counseling functions and stabilizing some of the activities that were started under the New England Center Student Culture Program. We now have a permanent position for Mr. Donald Rutherford, our programmer. Our potential for producing considerable research in the area of student culture is better assured. The failure of the University to provide a professional research post for the Counseling Center this past year has forced us to hold much of the research in abeyance until such a position is created.

Perhaps our largest gain this past year has been in the area of counselor training, particularly graduate student training. This latter portion of our work, under the direction of Dr. Dee Appley, has blossomed considerably. Plans that have been drawn up for counselor training in 1968-69 would make it quite possible for us to become one of the outstanding college counseling training centers in the country. Perhaps the most and only unfortunate aspect of this is that the need for college counselors is large and our program, from necessity, must remain small at this time, because of the limited amount of staff time that we can devote to this activity.

Another aspect of our training functions of note is the participation of our staff in undergraduate counselor training. We were able not only to assist in the education of some of the counselors, but perhaps more importantly, the collaboration that was involved in conducting this program conjointly with the Student Affairs Staff and Mental Health group has resulted in better communication among the members of the staffs of these groups and is likely to have long range positive effects on the student body.

Another accomplishment worthy of special attention has been the continued review and strengthening of the Summer Counseling Program. It has been abbreviated this year with no deleterious effects that can be noted. The collaboration of the Student Affairs staff and other members of Student Personnel Services, along with the faculty, has enriched and strengthened this program considerably. The part time services of Miss Eleanor Bossi, who has increasingly taken over the position of Coordinator of the Summer Counseling Program, has made the administrative functions associated with the program run much more smoothly this year.

We have published a much more modest number of research papers this year than in the past. Yet the significance of the papers is considerable. Some of the next year will be spent in various members of the staff going over these findings and making recommendations to the Dean of Students and other administrative officials with the aim of improving the experiences the students have on the campus and their relationships among administrative staffs, students, and faculty.

VI. SPECIAL PROJECTS

In addition to the above, special mention should be made of the activities associated with the New England Center that the Kellogg Foundation has supported. We had another regional conference on student culture in October, 1967. It is quite apparent now that the groundwork has been laid for significant collaboration around this topic among the six state universities in New England. What is needed at this time is substantial funding to strengthen this activity and support studies and collaborative institutes and conferences.

Another special project undertaken this year consisted of our furnishing Windham College in Putney, Vermont with a Counseling Service and Testing program during the past academic year. This program has proven so successful that these activities are being picked up directly by the institution for the coming year and will be continued.

VII. FUTURE PLANS AND NEEDS

Plans call for increasing attention on many fronts to our problems associated with student development with somewhat less emphasis on remedial services until such time as staff increases can provide both of these. We expect over the next year to strengthen our research program, continue intensive in-service training for staff members for participation in residence hall counselor training. We expect to have a much stronger graduate student counselor training program in 1968-69 than we had this past year. The consulting activities will continue as staff interests, capabilities and time permit.

Personnel

We had an increase in caseload this past year. This has served particularly to point out to us a shortage of staff time that can and ought to be devoted to initial screening of students who come to the Counseling Center seeking help.

We have asked for a senior position, a clinical or counseling psychologist, who can assume major responsibility for the clinical service and training functions in the Counseling Center. We have also asked for a full-time research psychologist who will pick up and strengthen the program research that was begun here under the student culture program. We also have the need for several professional counselors to provide the screening service that we are presently short of and to provide the kind of intensive graduate student supervision which is necessary to turn out the quality of professional employees that we expect to produce.

Facilities

New facilities in the Whitmore Building are comfortable. Partitions in Room 243C are needed to take care of graduate student office space. It is hoped that Off-Campus Housing can be moved from Room 169 to make room for new Digitek and IBM 101 equipment.

Equipment

Major outlays are needed for closed circuit television, for computer rental, and for central tape recording equipment to be used in training of counselors. The increasing emphasis on training graduate students at the Center makes the installation of the television equipment almost mandatory: the addition of the computer and tape equipment will greatly improve training and service functions of the Center.

Testing - Candidates for University Employment and University Students.

During the year 694 men and 628 women were tested for non-professional positions at the University. In addition, personnel tests were administered to 121 high school seniors from all schools in the area interested in University employment.

In conjunction with counseling services, 287 tests were administered to 242 University students.

Testing - University and non-University

Testing scoring services were provided for 225 University classes.

The Center continues to participate in the following National, State, and related testing programs. A total of 31 testing sessions were conducted, and approximately 1,720 students took these tests.

NATIONAL

Graduate Record Examination
Graduate Business Admission Test
Graduate Foreign Language Examination
National Teachers Examination
Professional Qualification Test
Federal Careers Development Program
Veterinary Aptitude Test
Dental Aptitude Test
American College Testing Program
Miller Analogies Test

STATE

New York State Civil Service Examination
Connecticut State Civil Service Examination
Pennsylvania State Civil Service Examination
Nevada State Personnel Examination

OTHER

City of Detroit Civil Service Examination

VIII. TEACHING AND TRAINING

Psychology 365 - Theories & Practices in Counseling. 14 students, Spring.
Honors Seminar - Contemporary Values. Orchard Hill. 10 Students, Fall.
Directed training program for 24 Summer Counseling Counselors.
Served on the guidance committee of four advanced degree candidates.
Supervised the counseling of 1 graduate student and one staff member.
Trained one group of 10 undergraduate counselors.

J. A. Southworth

Psychology 365 - Theories & Practices in Counseling. 13 Students, Spring.
Honors Thesis - 1 undergraduate
Supervision of Graduate Students - 1 clinical, 1 counseling all year,
4 counseling, spring.
Residence Hall Counselor Training - 6 counselors, 2 heads of residence.

S. Alleman

Education 914 - Student Personnel Services in Higher Education. 19 students
Education 701 - Practicum in Guidance - 6 students, Fall, 1967.
Education 701 - Practicum in Guidance - 9 Students, Spring, 1968.
Education 928 - Internship in School Guidance & Counseling. 1 student, Fall.
Education 928 - Internship in Guidance - Fall, 1967. 1 Student.

M. A. Julius

Psychology 800 - Practicum. 2 Students
Psychology 872 - Practicum. 6 Students
Internship in Counseling - 1 Student.

Dee G. Appley

Co-trainer of Undergraduate Counselor Group - 15 Students.

Stephen B. Carlton

IX. STAFF PUBLICATIONS, RESEARCH GRANTS, RESEARCH PROJECTS AND OTHER PROFESSIONAL ACTIVITY

PUBLICATIONS

Appley, Dee G., Heinzl, R. and Lee, R.M. Counseling services in Canadian Universities: Some of the findings and implications of the 1967 University Counseling Association survey. "Journal" Council of Assoc. of University Student Personnel Services, Spring, 1968, III, 1.

Ralph, D.E. Attitudes toward mental illness among two groups of college students in a neuropsychiatric hospital setting. J. Consulting and Clinical Psychology, 1968, 32, 98.

Ralph, D.E. Stimulus generalization among schizophrenics and normal subjects. J. Abnormal Psychology, 1968, in press.

Ralph, D.E., and McCarthy, J. F. Experimental control, subject selection, and problems of generalization in research with schizophrenic subjects. Psychological Reports, 1967, 21, 963-964.

Ralph, D.E., and McCarthy, J.F. Who are paranoid schizophrenics: A brief comment. Psychological Reports, 1968, 22, 192-194.

Johnson, R. W., & Kurpius, D.J. A cross sectional and longitudinal study of students' perceptions of their college environment. Journal of College Student Personnel, 1967, 8, 199-203.

Scott, R.D., & Johnson, R.W. Use of the weighted application blank in selecting unskilled employees. Journal of Applied Psychology, 1967, 51, 393-395.

Johnson, R.W. and Fredrickson, R.H. Effect of financial remuneration and case description on counselor performance. Journal of Counseling Psychology, 1968, 15, 130-135.

Johnson, R.W., & Gade, E.M. Semantic barriers in counseling. Personnel and Guidance Journal, 1968, 46, 449-455.

Johnson, R.W., Keochakian, S., Morningstar, Mona, & Southworth, J. A. Validation of freshman orientation test battery. Educational and Psychological Measurement, Summer, 1968, 28, 2, 437-440.

Bossi, E. and Southworth, J.A. The Establishment of a counseling service at Windham College, Putney, Vermont. Counseling Center Report, Series C, Number 3, June, 1968.

GRANT SUPPORTED RESEARCH ARTICLES & PUBLICATIONS

Appley, Dee G. and Lee, R.M. A report on University counselling services. Prepared for the University Counselling Association; York University Psychological Services Department, mimeo, 45 pp.; Toronto: York University, December, 1967.

Morningstar, M. and Keochakian, S.V. Background and attitudes toward education of the parents of the class of 1970. Counseling Center Report, Series B, Number 8, July 1967.

Carlton, S. B. and Morningstar, M. A comparison between University of Massachusetts Freshmen and Freshmen from the average university. Counseling Center Report, Series B, Number 9, August, 1967.

Johnson, R.W. Effectiveness of academic interest scales in predicting college achievement. U.S. Office of Education research grant. Submitted, May, 1968.

PROFESSIONAL MEETINGS ATTENDED

American Pyschological Association Convention. Washington,D.C., August,1967.
New England Psychological Association Convention. Hartford, Conn. November,1967.
Americal Personnel & Guidance Association, Detroit, Michigan. April, 1968.
College Board Commission on Testing. New York, October, 1967.
New England Regional Conference on Student Culture, Durham, N.H., October, 1967.

J. A. Southworth

American Group Psychotherapy Association - Chicago, January, 1968.
New England Conference on Student Culture. Durham, New Hampshire, October, 1967.

Dee G. Appley

New England Regional Conference on Student Culture. October, 1967.

E. Bossi

American Personnel & Guidance Assoc., Detroit, Michigan. April, 1968.
American Education Research Association
New England Conference on Student Culture. Durham, New Hampshire, Oct., 1967.

M. A. Julius

Invitational Conference on Digitek Computer Systems. New York, October, 1967.
Invitational Conference of New York State Civil Service Placement Officers.
New England Conference on Student Culture, Durham, New Hampshire, October,1967.

S. V. Keochakian

Eastern Psychological Association Convention, April, 1968.

D. Ralph

American Personnel & Guidance Association, Detroit, Michigan. April, 1968.

R. W. Johnson

CONSULTATIONS

Professional Staff Meetings
Residence Hall Counselors & Heads of Residence

Counseling Center Staff

Veterans Administration Hospital, Northampton, Mass.
Consultant to Windham College Counseling Center, Putney,Vermont.

J. A. Southworth

Faculty & Student Personnel Staff on test construction and data processing.
Special Consultant to Windham College on Testing Procedures.

S. V. Keochakian

Addresses Given

"Use of Holland's Vocational Preference Inventory in Education Planning with University Students." APGA Convention, Detroit, Michigan. April, 1968.

J. A. Southworth

"Establishing a new Counseling Service at Windham College" School of Education, Occupational Information Class, October, 1967.

E. Bossi

"Attitudes Toward Mental Illness, Among Nursing Personnel in a Neuropsychiatric Hospital Setting. Eastern Psychological Association, Washington, D.C. April, 1968.

D. Ralph

"Use of the Strong Vocational Interest Blank in Academic Counseling with University Students. APGA, Detroit, Michigan, April, 1968. Also chaired program on Use of Interest Inventories in Counseling.

R. W Johnson

APPENDIX

QUANTITATIVE DATA ON OPERATIONS, 1967-1968

A. Students Served in Counseling

1. Summer Counseling Program	3765
2. Counseling Clientele Individual Counseling	1020
Total Staff-Student Contacts	2029
Associated Tests Administered	287

B. Teaching - Students Served Academically

Honors Colloquim - Orchard Hill	10
Psychology 365	27
Psychology 800	2
Psychology 872	6
Education 914	19
Education 701	15
Education 928	2
TOTAL	81

C. University Employee Candidates Examined

Men	694
Women	628
TOTAL	1322

ANNUAL REPORT

PLACEMENT AND FINANCIAL AID SERVICES

(July 1, 1967—June 30, 1968)

Robert J. Morrissey, Director

June, 1968

Placement & Financial Aid Services

UNIVERSITY OF MASSACHUSETTS

Amherst, Massachusetts

FUNCTIONS

(In Alphabetical Order)

1. Career and Financial Counseling, although often seemingly overshadowed by the volume of office detail, remain the most important function of these services. Students receive eclectic counseling regarding their problems in relation to careers and finances. Information ranging from off campus sources of financial aid to employment opportunities and graduate fellowships is made available.

2. Draft Registration and Student Certification. Student certificates for 9,401 graduate and undergraduate students were filed during the academic year either with State Selective Service Headquarters in Boston or with other various Boards. In addition, approximately 700 students received individual counsel regarding their draft status, and in many instances letters were sent or telephone calls were made to the local draft boards to resolve classification difficulties.

3. Educational Opportunity Grants were awarded this year to 729 students. This represents both initial year and first year renewal awards totaling $338,806. Nursing Educational Opportunity Grants were also introduced this year by the federal government. We are taking part in this program and have already awarded $12,288 to 38 Nursing students. Strict federal regulations demand an unusually large amount of time in properly administering both of these programs.

4. Educational and Teacher Placement was established as the primary function of a professional staff member during this year. Liaison with the School of Education was maintained and strengthened bringing rewards both to students and employing agencies. A system of departmental contacts has been established to aid in identifying talent for educational opportunities in the field. Services were provided for all students throughout the University interested in teaching. Service to alumni in this area has improved but needs further impetus. Over 2,500 teacher credentials were mailed.

5. Employment Interviews were conducted by 568 employers, an increase of 135 over the previous year. 5,482 interviews were conducted which was an increase of 957 from the previous year. These required extensive detailed arrangements. Appointments are made to fit student schedules, employers are received, given credentials, explanation and information on University procedures and policies; resumes and recommendations of students to be interviewed are processed; luncheons and other arrangements are made for employers to meet faculty. 65 employer visits were cancelled due to lack of student interest.

6. Graduate Degree Placement with recruiting by employers specifically and solely for master and doctor degree candidates has again increased. New graduate credential forms have been devised in booklet form. 414 graduate students registered with the Placement office and 17 employers visited the campus in October and November for science and engineering major with advanced degrees.

7. Graduate School Recruitment - 11 graduate schools, including Stanford, Harvard, and the like, visited the campus to discuss their programs.

8. Job Placement picked up noticeably this year. More employment recruiters were in evidence but they were highly selective. Great emphasis is placed on personality and scholastic record. The demand for accountants was at a peak with all engineers and scientists continuing to be sought. The demand for teachers continues to be heavy with recruiting in this area still on the rise. Business Administration students in areas other than accounting and the liberal arts graduates were in a good position except those with imminent draft status, poor personality, and low grades.

9. Loans - Various loan funds continue to supply the major share of financial assistance to the University student body. NDEA Loans, Massachusetts HELP Loans, Nursing Student Loans, Cuban Loans, University Short-term Loans and Graduate and Foreign Student Loans made available over two million dollars worth of aid to students last year.

10. Occupational Information and Career Literature continues to multiply in volume. However, with the move to our new facilities in the Whitmore Administration Building the lack of adequate display space ceased to be a problem. The Placement Library was used extensively during the entire year. Although employer brochures, career guidance books and pamphlets, Graduate School Catalogs, and information on fellowships, assistantships, foreign opportunities and summer work were received in increased numbers, the shelves and display racks in the Library provided sufficient space for all materials. Even during the busy recruiting season when employer literature can be a problem, the materials were efficiently handled. More reference books were added to the library collection in addition to subscriptions to more career periodicals and a business newspaper. Notebooks containing all notices of job vacancies in business, industry, government, and school systems were increased in number so that all areas were given adequate coverage. Visitors to the Library were universally impressed with it and it has been gratifying to see the large number of students using this facility.

11. Part-time Work. Many student applicants were referred to both on campus and off campus jobs by maintaining a file of all job opportunities reported to this office. All students working on campus are placed on the student payroll by information from this office. A manual summarizing policies for student employment along with wage rates for specific jobs was revised and distributed to departments. 4,143 students participated in some form of part-time work including the University part-time work program, the federal Work-Study program, and various grants. These students earned a total of $1,098,040 from July 1, 1967 through May 31, 1968. An additional $119,500 will probably be earned in June.

12. Scholarships and Grants-in-Aid assistance reached a new high this past year. Approximately 1,900 students from a record number of about 9,000 applicants received scholarship assistance.

13. Summer Employment. 353 students discussed summer work opportunities (irrespective of Work-Study jobs) off campus and often took advantage of notices on hand of openings available. Many students keep the same job for several summers but seek more lucrative work when possible or work more in line with their major study. Some employers actively seek junior class applicants, but in very small numbers. The College Work-Study program has aided some students in off campus jobs and is particularly helpful in that it provides jobs in areas such as social service, libraries, etc. where summer jobs did not exist before.

14. Undergraduate Assistantships were awarded to 167 students who received $600 and worked eight hours per week in academic departments. With the high stipend and fewer working hours it is hoped these will be considered the elite jobs providing additional educational experience.

15. Veterans Affairs - Under the new G. I. Bill, Public Law 358, there were 842 veteran students, plus 80 children of deceased veterans who receive educational benefits under Public Law 634. Liaison with the Veterans Administration offices in Boston is maintained to aid these veterans in their affairs.

16. Work-Study Program. During the school year 1,079 students were assigned to work under this program at various part-time jobs on the Amherst and Boston campuses. 340 students were also assigned to work at full-time jobs during the summer at 51 non-profit agencies. The accumulated total earnings under this program was $309,000. Following federal guidelines and University policy, students who qualify have worked on campus and in municipal, state, and federal programs, hospitals, Y.M.C.A.'s, day camps, boys clubs, other institutions of higher education, libraries, boards of education, employment and job retraining organizations, and service organizations.

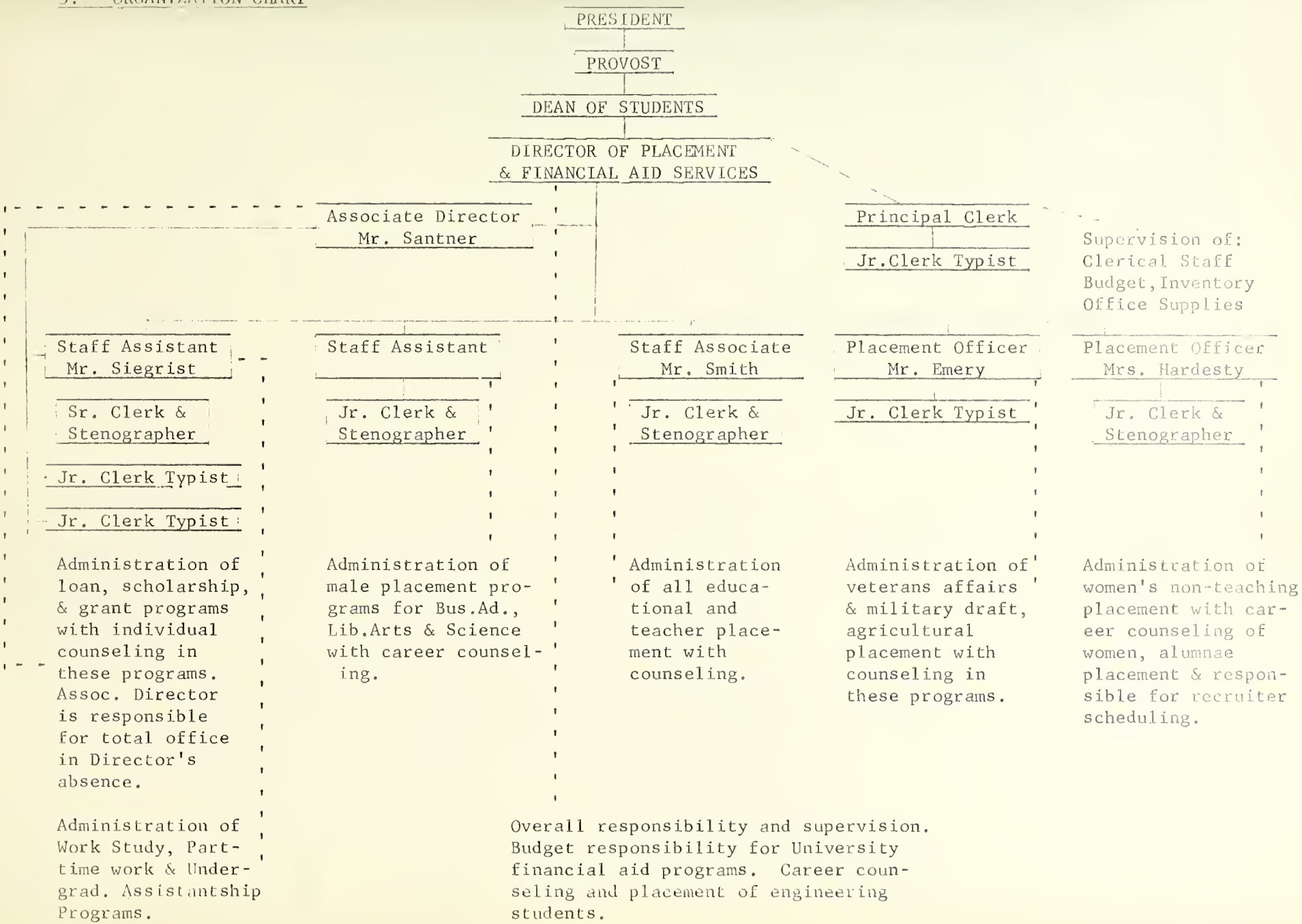
1967-68 ANNUAL REPORT OF THE PLACEMENT & FINANCIAL AID SERVICES

As per the memorandum from the Secretary of the University dated April 8, 1968, the following report of the Placement & Financial Aid Services for the period July 1, 1967 through June 30, 1968, is submitted. Supplemental data includes comments on functions, appendixes with statistics on the various programs controlled through these services, and data on the class of 1967. Statistics on the after graduation plans of the class of 1968 will not be available until after September.

1. APPROPRIATION - Fiscal Year		1965-66 Actual Expenditure	1966-67 Actual Expenditure	1967-68 Allotment
Student Labor	- 03	$3,427.20	$2,232.38	$2,100
Travel	- 10	547.66	548.06	750
Printing	- 11	295.00	1,624.33	600
Repairs	- 12	316.96	484.19	490
Special Supplies	- 13	1,214.82	1,241.10	1,150
Office & Adm.Expense	- 14	2,866.32	3,442.38	2,000
Telephones	- 14-1	1,413.85	1,582.25	2,000
Equipment	- 15	350.50	404.58	0

2. PERSONNEL - Number of each rank	Sept. 1965	Sept. 1966	Sept. 1967
Director of Placement and Financial Aid Services	1	1	1
Assistant Director of Placement and Financial Aid Services	-	-	1
Placement Officer for Women	1	1	1
Placement Officer	1	1	1
Staff Associate	-	-	1
Staff Assistant	2	3	2
Principal Clerk	-	1	1
Senior Clerk & Stenographer	1	1	1
Junior Clerk & Stenographer	3	3	3
Junior Clerk Typist	2	3	3

3. ORGANIZATION CHART



4. STUDENTS AND CLIENTELE SERVED

A. Students - Some 30,000 visits to these offices were made by all categories of students - incoming freshmen, undergraduates in all schools and classes, and graduate students.

	1965-66	1966-67	1967-68
No. of seniors served and counseled re career plans and job placement	1,495 serv. 1,234 coun.	1,625 1,370	1,984 1,137
No. of seniors registered with Placement Service	1,105	1,294	1,402
No. of grad. students registered with Placement Service	318	323	414
Frosh, Soph, Jr., counseled re career plans (approx. figures)	300	375	400
Alumni served & counseled	351	325	375
Part-time student workers (See Appendix A)	2,705 (inc.132 Work Study)	4,166 (inc.1176 Work Study)	4,143 (inc.1079 Work Study)
Students counseled and/or served re loans (See Appendix B)	2,145	3,032	3,705
Students served re scholarships & financial aid (See Appendix C)	5,277	7,168	8,828
Students served and/or counseled re military draft (See Appendix D)	6,500	7,000	9,401
Veterans Served (See Appendix D)	69 (all war orphans)	804 (85 war orphans)	922 (80 war orphans
TOTAL STUDENTS SERVED (Duplications)	21,499	27,482	32,711

B. (1) Clientele - Employment Recruiters

	1965-66	1966-67	1967-68
No. of representatives from industry	330	285	345
No. of representatives from schools seeking teachers	97	103	147
No. of government representatives	41	39	69
No. of non-profit or social service agency representatives	8	6	7
TOTAL REPRESENTATIVES	476	433	568
Interviews held on campus	4,292	4,531	5,482

B. (2) Clientele - Parents, incoming freshmen, legislators, interested persons visit the office, telephone, write, wire, concerning scholarships, loans, grants, and part-time work. Industrial representatives, employers from federal, state and local governments, and various agencies as well as school administrators also visit the office, phone, write, wire giving information on jobs, company policy, aid to education, and request background information on seniors and former graduates.

5. PROFESSIONAL ACTIVITIES

(1) Mr. Emery - made two visits each to Selective Service Headquarters and Veterans Administration Regional office in Boston.

(2) Mrs. Hardesty - attended meetings of Placement Officers at John Hancock Life Insurance Company, Boston, Mass.; Social Security Administration, Baltimore, Maryland; McGraw-Hill Publishing Company, New York City; Time, Inc., New York City; I.B.M., New York City; New York State Civil Service, Lake George, New York; Women's Placement Group at Wellesley College; E.C.P.O. Spring Workshop at Hartford, Connecticut; Advertising Women of New York Foundation, Inc., New York City; Connecticut Valley Museum, Springfield, Mass., and the New England State University Placement & Financial Aid Conference, Durham, New Hampshire; planned and conducted a Federal Career Day in the Student Union on campus.

(3) Mr. Santner - attended regional C.E.E.B. - College Scholarship Service conference, Worcester, Mass., New England State University Placement & Financial Aid Conference, Durham, New Hampshire; participated as panel member at U.S. Office of Education Regional meeting, Westfield, Mass.; arranged and conducted U.S. Office of Education Regional meeting on Univ. of Mass. campus for area financial aid officers; continuing studies toward advanced degree.

(4) Mr. Siegrist - attended conference of the Northeast Association of Student Financial Aid Administrators, New Brunswick, N. J.; two regional meetings of U. S. Office of Education on federal financial aid programs at Westfield, Mass., and on U. Mass. campus; College Scholarship Service meeting at U. Mass; continuing toward advanced degree.

(5) Mr. Smith - attended New England Association of School, College, and University Staffing, Orono, Maine; conference for educational placement personnel, Philadelphia, Pa.; American Association of School Administrators Conference, Atlantic City, N. J.; Educational Coordinates Conference, Plaistow, N. H.; spoke at Principal and Superintendent Association meetings at Berkshire County, Middlesex County, Connecticut; Worcester County, Montgomery County, Maryland (keynote speaker); was appointed state chairman for National A.S.C.U.S. membership committee; in addition has lectured and participated in panel discussions on placement for several groups and conferences; elected coordinator for School of Education in Personnel Diffusion-Placement for Project E.D.P.A.; member of editorial board of Trend Magazine at U. Mass; continuing toward advanced degree.

(6) Mr. Morrissey - attended E.C.P.O. Annual Conference, Boston, Mass.; participated as panel member at Governor's Conference on Education, Boston, Mass.; consultant for College Scholarship Service to aid colleges in financial aid administration; consultant for College Placement Services to aid negro colleges to organize and/or upgrade their placement services; attended New England State University Conference of Placement & Financial Aid Officers,

Durham, New Hampshire; speaker at three College Scholarship Service regional meetings on data processing of financial aid at Worcester, Sienna College, and Pittsburgh, Pennsylvania; consultant for the College Entrance Examination Board for a report on student financial aid in Massachusetts for Board of Higher Education.

6. MAJOR ACCOMPLISHMENTS

A. Established professional position for separate handling of the educational and teacher placement function.

B. Developed new graduate student placement credentials.

C. Established new and more efficient library operation.

D. Held a Federal Career Day strengthening our working relationship with these agencies.

E. Initiated many new off campus projects for Work-Study summer programs.

F. Continued coordination of financial aid programs with Boston campus.

G. Adopted the C.S.S. computation service for need analysis of all classes instead of only incoming freshmen. This changeover was necessitated by the rapid and continued increase in numbers seeking financial assistance.

H. Revised manual for part-time work and Work-Study programs.

7. SPECIAL PROJECTS

A. Combined all alumni credentials into one set of files instead of previous system of separate files for women, engineers, liberal arts, etc. This alleviated difficulties experienced in locating credentials with changes in clerical staff.

B. A new brochure is being developed to give information about our placement services.

C. A revised set of undergraduate placement credentials is being developed.

D. Article written by Mr. Smith on Placement Services published in Trend Magazine.

E. Prepared budget estimate breakdowns for U.Mass.-Amherst and Boston in all categories of funds - federal and state.

F. Made special arrangements to provide financial aid funds for new underprivileged students.

8. FUTURE PLANS AND NEEDS

A. We must upgrade our clerical positions to retain our excellent staff and will need to have additional clerical help as the work load continues to rise.

B. We need an additional professional person to handle men's engineering and science career counseling and placement since the Director's administrative load does not allow the proper attention to this segment of our placement function.

C. We need an additional person to handle alumni placement particularly in the area of educational and teacher placement.

D. For equipment we are sorely in need of at least two new complete dictating and transcribing units. We also need at least two new electric typewriters. Our library will need funds for reading materials since the University Library will no longer make purchases for us. Also brochure holders are needed for our library shelves to enhance the appearance and usefulness of articles thereon.

E. A travel budget should be provided these services in relation to the size of the staff, the importance of their attendance at certain conferences and meetings, and the attendant public relations value to the University.

F. We must get more of our programs into data processing. We are working on this in several directions.

STUDENT PART-TIME EMPLOYMENT

	Women Working	Men Working	Total Students Working	Total Earnings
1965-66	1,224	1,349	2,573 (to May 1)	$517,202 (to May 1)
1966-67	1,487	1,582	3,069 (to June 1)	$753,912 (to June 1)
1967-68	1,936	2,207	4,143 (to June 1)	$1,098,040 (to June 1)

$447,432 was earned by students from state funds through May
$320,292 was earned by students under Work-Study Program through May
$330,315 was earned by students from all other trust funds through May

July 1, 1967 to May 31, 1968 (includes Work-Study)

	1968	1969	1970	1971	Stockbridge and Special	Grad. Student	Total
No employed from each class	1074	1150	920	462	138	399	4143

Total earnings in each class (inc. part-time 03 and trust funds, grants and Work-Study Funds)

'68 - $376,097; '69 - $302,887; '70 - $203,425; '71 - $54,554;
Stockbridge & Special - $21,652; Grad. Students - $139,425;
Total - $1,098,040

Earnings	No. of Students	Percent Working
Percent and No. of students who earned over $600	491	12%
Percent and No. of students who earned over $500 but less than $600	164	4%
Percent and No. of students who earned over $400 but less than $500	208	5%
Percent and No. of students who earned over $300 but less than $400	453	11%
Percent and No. of students who earned over $200 but less than $300	444	10%
Percent and No. of students who earned over $100 but less than $200	730	18%
Percent and No. of students who earned less than $100	1,653	40%

Percent of total student body who had part-time employment = 21%

COLLEGE WORK-STUDY PROGRAM
UNDER HIGHER EDUCATION ACT OF 1965

	Tot.No.stu.working (Amherst campus)	Total Earnings (Amherst)	Tot.No.stu.working (Boston campus)	Total Earnings (Boston)
1965-66	191	$48,285	-	-
1966-67	1,176	$278,733	227	$104,466
1967-68	913	$320,292	166	$97,315

	No.stu.working off campus (Amherst)	Total earnings stu.off campus (Amherst)	No.stu.working off campus (Boston)	Total earnings stu.off campus (Boston)
Summer 1967	210	$193,059	43	$21,392

	No.stu.working on campus (Amherst)	Total earnings stu. on campus (Amherst)	No.stu.working on campus (Boston	Total earnings stu. on campus (Boston)
1967-68	703	$127,233	123	$75,923

While no specific budget allotments can be made to separate departments with Work-Study funds, the purpose of these funds can be met by the assignment of needy students who qualify for the work to be performed. With this in mind the following breakdown of student assignments (including replacements) by department follows:

Department	No. of Students	Department	No. of Students
Admissions & Registrar	11	Housing	11
Agric. & Food Economics	3	Landscape Arch.	4
Art	4	Library	11
Athletics & Intramurals	5	Mathematics	4
Biochemistry	1	Mech. & Aerospace Engin.	1
Botany	4	Microbiology	1
Business Administration	1	Music	1
Central Mailing	7	Nutrition & Foods	4
Chemical Engineering	3	Off. Institu. Studies	2
Chemistry	4	Photographic Center	4
Civil Engineering	4	Physical Education	3
Communications	3	Physics & Astronomy	1
Dean of Men	8	Place. & Fin. Aid	19
Dean of Women	3	Polymer Sci. & Engin.	1
Dining Commons	90	Psychology	14
Dormitory Supervision	219	Public Health	6
Economics	1	Radio WFCR-FM	2
English	10	Research Computing Center	5
Entomology & Plant Path.	2	Romance Languages	6
Food Sci. & Technology	1	School of Education	12
Forestry & Wildlife Mgt.	14	Sociology & Anthro.	17
4-H Extension	2	Southwest Res. College	23
General Business & Finance	1	Student Union	51
Geography	3	Treasurer's Office	18
Geology	18	Vet. & Anim.Sc.,Ext.	1
Germanic Lang. & Lit.	2	Vet. & Anim. Science	5
Graduate School Office	1	Zoology	8
Home Economics	6		

LOANS

	1965-66	1966-67	1967-68
A. University Loans - Short Term			
Number Granted	210	311	264
Total Amount	$28,148.00	$42,555.00	$39,517.00
Average Amount Granted	$134.00	$137.00	$150.00
B. University Loans - Long Term			
Number Granted	22	79	34
Total Amount	$7,450.00	$21,630.00	$12,587.00
C. National Defense Education Act Loans			
Number Granted	1,006	1,075	1,353
Total Amount	$489,165.00	$506,546.00	$416,103.00
Average Amount Granted	$486.25	$470.74	$308.00
D. Graduate & Foreign Student Loans (Graduate students also receive NDEA Loans)			
Number Granted	48	88	80
Total Amount	$4,360.00	$7,945.00	$6,465.00
E. Nursing Student Loans			
Number Granted	26	50	36
Total Amount	$13,700.00	$18,700.00	$15,025.00
F. Massachusetts Higher Education Loans (HELP Loans through commercial banks after appropriate clearance through Placement & Financial Aid Office)			
Number Granted	833	1,429	1,938
Total Amount	$490,247.00	$1,146,242.00	$1,700,585.00
Average Amount Granted	$588.00	$802.00	$877.00
TOTAL NUMBER OF ALL LOANS	2,145	3,032	3,705
TOTAL AMOUNT OF ALL LOANS	$1,033,070.00	$1,743,618.00	$2,150,915.00

SCHOLARSHIPS, GRANTS-IN-AID, AND UNDERGRADUATE ASSISTANTSHIPS

	1965-66	1966-67	1967-68
A. Entering Freshmen			
No. of entering freshmen applying	2,900	3,860	4,978
No. granted to freshmen	360	274	373
Total amount in Scholarships	$119,749.00	$132,276.50	$135,514.00
Total amount in Grants-In-Aid	$2,382.00	$3,861.50	$8,398.00
B. Upperclass			
No. of applicants for Scholarships and Grants-In-Aid	2,208	3,224	3,850
No. of awards made in amounts ranging from $50 to $1,300	777	636	1,272
Total amount in Scholarships	$193,931.00	$215,372.00	$363,350.00
Total amount in Grants-In-Aid	$12,812.00	$7,526.00	$9,076.00
No. of Undergraduate Assistantships	293	192	168
Total amount in Undergrad.Assist.	$111,950.00	$91,750.00	$100,200.00
C. University Endow.,Trust & Misc.Scholar. (217 awards)	$60,000.00	$60,000.00	$62,480.00
D. Summer Scholarships			
No. of awards	79	84	84
Amount of awards	$13,250.00	$12,300.00	$15,310.00
E. Total No. of applicants for Scholarships	5,277	7,168	8,828
F. Total amount of scholarships, grants-in-aid and undergraduate assistantships	$454,074.00	$463,086.00	$694,328.00
G. Outside Scholarships			
No. of students receiving outside scholarships of which we are aware	2,096	2,203	1,546
Total amount of outside scholarships of which we are aware	$415,183.00	$482,446.00	$482,829.00

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6	Graduate Students received	8	Outside Scholarships-amount $ 2,172.00
3	Special Students received	3	" " " $ 1,170.00
50	Boston Students received	54	" " " $ 9,695.00
154	Students in Class of 1968 received ...	202	" " " $ 49,194.00
270	" " " " 1969 " ...	348	" " " $ 80,658.00
191	" " " " 1970 " ...	254	" " " $ 63,723.00
872	" " " " 1971 " ...	1321	" " " $276,217.00

EDUCATIONAL OPPORTUNITY GRANTS
1967-1968

Number of awards	729
Total amount of awards	$338,806.00

NURSING EDUCATIONAL OPPORTUNITY GRANTS
1967-1968

Number of awards	38
Total amount of awards	$12,288.00

VETERANS

Total Veterans Enrolled	1965-66	1966-67	1967-68
Veterans enrolled under Public Law 894 (Disabled Veterans)	3	4	10
No. of students enrolled under Public Law 634 (War Orphans)	69	77	80
No. of students enrolled under Public Law 358	0	667	601
No. of students enrolled under Public Law 674 (Pension)	0	56	231
Veterans Served	69	804	922

MILITARY DRAFT CERTIFICATION

This office serves as a registration center for male students reaching their 18th birthday. Some 272 students registered for the draft here this year.

Numbers of students for whom verification of status was processed for Local Boards

1965-66	1966-67	1967-68
6,500	7,028	9,401 (Approx.)

REPORT ON THE CLASS OF 1967

The following information relates to the after graduation plans of 1,746 members of the Class of 1967. Our information is tabulated from student questionnaires, information gained from departments, and from employers. Although the number of unknowns is still high we are pleased to note that even though this class has increased considerably over the previous class of 1966, the percentage of unknowns has decreased.

Seventeen percent, or 296 students, went on to further studies. Of these, 7 entered Dental School, 21 entered Law School, 11 entered Medical School, and 1 entered a Theological Seminary.

Other facts to be noted include: 20 entered the Peace Corps; 5 entered the VISTA program; 76 received assistantships or fellowships ranging in amounts from $1,000 to $4,000. Sixty percent of the employed graduates are working in Massachusetts, 10% in Connecticut, 9% in New York State, with the remainder in 28 other states and overseas.

In the College of Agriculture, 18% (19 out of 110) went on to graduate school.

In the College of Arts & Sciences, 21% (209 out of 968) went on to graduate school and 9% (86 out of 968) accepted teaching positions.

In the School of Education, 71% (118 out of 167) accepted teaching positions.

In the School of Business Administration, 7% (5 out of 68) continued their education.

In the School of Engineering, 30% went on to further study, with 48% accepting engineering jobs.

In the School of Physical Education, 41% (28 out of 68) went into teaching and coaching while 5 went on to further study.

In the School of Home Economics, 31% (14 out of 45) went into teaching, and 16 into home economist work.

In the School of Nursing, 28 out of 34 have gone into staff nursing.

In the Stockbridge School of Agriculture, 15% (32 out of 221) went on to further study, 21% (47) took positions, while a large number (20) entered military service.

NOTE: The Placement & Financial Aid office is indebted to Miss Carol Lucier, Class of 1970, who completed this study as part of her undergraduate assistantship.

CLASS OF 1967

		Further Study	Non-Teaching Jobs	Teaching	Military Service	Housewife, No Other Plans	Plans Pending Or Seeking Jobs	Unknown
College of Agriculture								
Male Grads	106	17	27	3	11	0	1	47
Female Grads	4	2	0	1	0	0	1	0
Total	110	19 (18%)	27 (25%)	4 (2%)	11 (10%)	0 (0%)	2 (1%)	47 (44%)
College of Arts and Sciences								
Male Grads	572	151	63	24	64	0	7	263
Female Grads	396	51	127	62	2	12	76	66
Total	968	202 (21%)	190 (19%)	86 (9%)	66 (6%)	12 (1%)	83 (9%)	329 (35%)
College of Education								
Male Grads	3	0	1	1	0	0	0	1
Female Grads	164	5	6	117	1	2	14	19
Total	167	5 (7%)	7 (4%)	118 (71%)	1 (1%)	2 (1%)	14 (8%)	20 (12%)
School of Physical Education								
Male Grads	42	5	1	9	8	0	0	19
Female Grads	26	0	2	19	0	0	0	5
Total	68	5 (7%)	3 (5%)	28 (41%)	8 (12%)	0 (0%)	0 (0%)	24 (35%)
School of Business Administration								
Male Grads	187	15	66	1	31	0	0	74
Female Grads	17	0	12	0	0	1	1	3
Total	204	15 (7%)	78 (39%)	1 (1%)	31 (15%)	1 (1%)	1 (1%)	77 (37%)
School of Engineering								
Male Grads	125	37	62	0	12	0	3	11
Female Grads	5	2	1	0	0	0	2	0
Total	130	39 (30%)	63 (48%)	0 (0%)	12 (9%)	0 (0%)	5 (4%)	11 (9%)

		Further Study	Non-Teaching Jobs	Teaching	Military Service	Housewife, No Other Plans	Plans Pending Or Seeking Jobs	Unknow
School of Home Economics								
Male Grads	0	0	0	0	0	0	0	0
Female Grads	45	1	16	14	0	1	8	5
Total	45	1 (2%)	16 (36%)	14 (31%)	0 (0%)	1 (2%)	8 (18%)	5 (11%)
School of Nursing								
Male Grads	0	0	0	0	0	0	0	0
Female Grads	34	2	28	0	3	0	1	0
Total	34	2 (6%)	28 (82%)	0 (0%)	3 (10%)	0 (0%)	1 (2%)	0 (0%)
School of Public Health								
Male Grads	4	2	1	0	1	0	0	0
Female Grads	16	6	8	0	0	1	1	0
Total	20	8 (40%)	9 (45%)	0 (0%)	1 (5%)	1 (5%)	1 (5%)	0 (0%)
TOTALS								
Male Grads	1,039	227	221	38	127	0	11	415
Female Grads	707	69	200	213	6	17	104	98
Total	1,746	296 (17%)	421 (24%)	251 (14%)	133 (8%)	17 (1%)	115 (6%)	513 (30%)
GRAND TOTALS								
Graduates	1,746	296 (17%)	421 (24%)	251 (14%)	133 (8%)	17 (1%)	115 (6%)	513 (30%)

Professional Schools: Dental - 7; Law - 21; Medical - 11; Theological - 1. Peace Corps - 20; V.I.S.T.A. - 5.

Stockbridge School of Agriculture								
Male Grads	210	32	43	0	20	6	0	109
Female Grads	11	0	4	0	0	0	0	7
Total	221	32 (15%)	47 (21%)	0 (0%)	20 (9%)	6 (3%)	0 (0%)	116 (52%)

FELLOWSHIPS AND ASSISTANTSHIPS

NAME	MAJOR	GRANTS	INSTITUTION	AMOUNT
Abrams, Nancy A.	Sociology	Grant	Univ. of Connecticut	$3,600.
Adams, David L.	Chemistry	Teaching Fellowship	Univ. of Connecticut	
Asikainen, Alan P.	Civil Engineering	Traineeship	Univ. of Massachusetts	3,300.
Astorino, Robert L.	History	Assistantship	Syracuse University	
Ayanaba, Abatini	Plant & Soil Science	Assistantship	Cornell University	
Bailey, Janet P.	History	Assistantship	Syracuse University	2,500.
Baillieul, John B.	Mathematics	U. S. Steel Fellowship	Johns Hopkins University	
Beekman, Candace	Mathematics	Fellowship	Univ. of Massachusetts	2,000.
Butler, Bette J.	Speech	Assistantship	Univ. of Massachusetts	
Carlson, Britt E.	Mathematics	Fellowship	Brown University	4,000.
Carswell, Charles C.	Mechanical Engineering	Assistantship	Univ. of Massachusetts	
Cheney, Gail B.	Sociology	Assistantship	Univ. of Massachusetts	1,800.
Colby, Bruce N.	Chemistry	Assistantship	Cornell University	
Connors, Robert E.	Chemistry	Teaching Fellowship	Northeastern University	
Cormier, Russell A.	Chemistry	Assistantship	Univ. of Rochester	
Couture, Gerald L.	Chemical Engineering	Fellowship	Univ. of Connecticut	2,400.
Croteau, Rodney J.	Food Science & Technology	Assistantship	Univ. of Massachusetts	
Crotty, Patrick A.	Civil Engineering	F.W.P.C.A. Traineeship	Univ. of Massachusetts	

NAME	MAJOR	GRANTS	INSTITUTION	AMOUNT
Danoff, Carol J.	Economics	Assistantship	Univ. of Massachusetts	$2,400.
Derosier, Paula E.	Speech	Assistantship	Univ. of Massachusetts	2,000.
Enzinger, Robert M.	Food Science and Technology	Assistantship	Univ. of Massachusetts	
Fairbanks, Richard B.	Mechanical Engineering	Assistantship	Univ. of Massachusetts	
Faler, Jomes H.	Mechanical Engineering	Esso Foundation Grant	Cornell University	
Flavin, Francis E.	Electrical Engineering	Assistantship	Univ. of Massachusetts	2,700.
Garvey, Maurice G.	Landscape Architecture	Teaching Fellowship	New York State College of Forestry	
Gniady, John A.	Electrical Engineering	Assistantship	M.I.T.	
Golub, Joan R.	Pre-Medical	Scholarship	Tuft's Medical School	1,000.
Grosse, Carmen L.	German	Fulbright Award	Middlebury College	2,000.
Gutt, John D.	Mathematics	Assistantship	Purdue University	
Hendrickson, Maryhelen	Economics	Resident Fellowship	New York University	
Hickey, Leonard P. Jr.	Political Science	Assistantship	Albany School of Public Affairs	
Hynek, Kathleen M.	Psychology	Assistantship	Univ. of Massachusetts	2,400.
Jablonski, Chester R.	Chemistry	Fulbright Award	University of Munchon	
Jones, Daniel B.	Forestry	NDEA Teaching Fellowship	Colorado State Univ.	
Kacinski, Helen M.	Zoology	Phi Kappa Phi National Fellowship	Yale University	3,000.
Kibbe, Douglas P.	Wildlife	Assistantship	Virginia Polytech. Inst.	
King, Dennis R.	Physical Education	Assistantship	Univ. of Massachusetts	
Kyle, Sally F.	History	Fellowship	Fletcher University	1,000.

NAME	MAJOR	GRANTS	INSTITUTION	AMOUNT
Lazzari, Helen I.	Sociology	Assistantship	Perkins School for the Blind	
Leblanc, Richard N.	Mathematics	Teaching Assistantship	Univ. of Minnesota	
Lipman, Arthur L. Jr.	Chemistry	Research Fellowship	Case Institute of Technology	
Manix, Kathryn	Psychology	Fellowship	Springfield College	$1,500.
Manning, Paul D.	Landscape Architecture	Assistantship	Univ. of Rhode Island	
Marletta, John	Food Science and Technology	Teaching Fellowship	Univ. of Massachusetts	
Martin, Lawrence S.	Chemical Engineering	Assistantship	Penn. State University	3,000.
Matthews, Wallace	Pre-Medical	Medical Scholarship	Yale Medical School	
Menard, Alfred J.	Mathematics	Assistantship	Univ. of Massachusetts	
Minasian, Doris J.	Pre-Medical	Scholarship	Women's Medical College of Pennsylvania	2/3 Tuition
Mitchell, Kathryn E.	Speech	Assistantship	Univ. of Massachusetts	2,700.
Morin, Stephen F.	Psychology	Teaching Assistantship	Ohio State University	
Novack, Judith S.	French	Teaching Assistantship	Univ. of Wisconsin	2,960.
Paksarian, Joan P.	Psychology	Assistantship	Univ. of Massachusetts	
Partridge, Lawrence	Chemical Engineering	Assistantship	North Carolina State Univ.	
Pasko, Walter J.	Mechanical Engineering	Fellowship	Univ. of Massachusetts	
Pearce, Pamela K.	Zoology	Assistantship	Univ. of Michigan	
Pellegrini, Gerald N.	Physics	Teaching Assistantship	Univ. of Maryland	
Rayner, Carolyn K.	Sociology	Fellowship	Ohio State Univ.	2,000.

NAME	MAJOR	GRANTS	INSTITUTION	AMOUNT
Reinhart, Lawrence E.	Mechanical Engineering	Assistantship	Univ. of Massachusetts	
Rzasa, Philip V.	Industrial Engineering	Fellowship	Purdue University	
St. Charles, Therese F.	Home Economics	Child Welfare Traineeship	Univ. of Connecticut	
Sarnelli, Anthony J.	Chemistry	Teaching Assistantship	Wayne State Univ.	
Savage, Robert A.	Food Science and Technology	Assistantship	Univ. of Massachusetts	
Sears, George M.	Engineering	Assistantship	Rutgers University	
Sheehan, Daniel S.	Microbiology	Fellowship	Univ. of Connecticut	
Smith, Catherine	Government	Assistantship	Michigan State Univ.	$2,500.
Smolen, Nancy E.	Pre-Medical	Scholarship	Downstate Medical Center	
Sousa, Michael C.	Spanish	Assistantship	Univ. of Massachusetts	
Studhein, Gene C.	Mathematics	Teaching Assistantship	Cornell University	
Sullivan, John F.	Mechanical Engineering	Assistantship	Renselaer Polytechnic Institute	2,000.
Tesler, Marc S.	Mathematics	Assistantship	New York University	
Tidhar, Yehoshua	Agriculture and Food Economics	Assistantship	Univ. of Connecticut	
Utz, Peter J.	Physics	Assistantship	Univ. of Massachusetts	
Winsor, Nancy E.	Zoology	Fellowship	Purdue University	4,000.
Woodland, Ronald B.	Geology	Assistantship	Univ. of Massachusetts	
Wyman, Charles E.	Chemical Engineering	Assistantship	Princeton University	
York, Maria E.	Chemistry	Assistantship	Univ. of Michigan	3,600.

LOCATION OF NON-TEACHING EMPLOYMENT BY STATES

STATE	WOMEN	MEN	STATE	WOMEN	MEN
Alabama	0	1	Ohio	1	3
California	0	5	Oklahoma	3	0
Colorado	3	4	Oregon	0	1
Connecticut	15	31	Pennsylvania	0	9
Delaware	0	1	Rhode Island	5	2
Illinois	0	4	Tennessee	1	1
Maine	0	3	Vermont	0	3
Maryland	4	9	Virginia	3	1
Massachusetts	116	124	Washington	0	1
Michigan	0	3	Washington, D.C.	11	4
Mississippi	0	1	West Virginia	0	1
New Hampshire	2	2	Wisconsin	0	1
New Jersey	1	2	Wyoming	0	2
New York	21	34	Foreign (including Peace Corps)	11	9
North Carolina	0	1	V.I.S.T.A.	3	2

LOCATION OF TEACHING EMPLOYMENT BY STATES

STATE	WOMEN	MEN	STATE	WOMEN	MEN
California	1	0	New York	6	1
Colorado	1	0	North Carolina	1	0
Connecticut	28	1	Ohio	2	0
Delaware	2	0	Pennsylvania	2	0
Florida	1	0	Rhode Island	3	0
Kentucky	1	0	South Dakota	1	0
Maine	1	0	Tennessee	1	0
Maryland	1	0	Virginia	1	0
Massachusetts	167	32	Washington	1	0
New Jersey	1	0	Washington, D.C.	1	0

TOTAL LOCATION OF EMPLOYMENT BY STATES

STATE	WOMEN	MEN	STATE	WOMEN	MEN
Alabama	0	1	Ohio	4	3
California	1	5	Oklahoma	2	0
Colorado	4	4	Oregon	0	1
Connecticut	43	32	Pennsylvania	2	9
Delaware	2	1	Rhode Island	8	2
Florida	1	0	South Dakota	1	0
Illinois	0	4	Tennessee	2	1
Kentucky	1	0	Vermont	0	3
Maine	1	3	Virginia	4	1
Maryland	5	9	Washington	1	1
Massachusetts	283	156	Washington, D.C.	12	4
Michigan	0	3	West Virginia	0	1
Mississippi	0	1	Wisconsin	0	1
New Hampshire	2	2	Wyoming	0	2
New Jersey	2	2	Foreign (including Peace Corps)	11	9
New York	27	35	V.I.S.T.A.	3	2
North Carolina	1	1			

PEACE CORPS

Men

Andreoli, Louis V. Jr. - Government

Davidson, Gordon A. - English

Fagan, Lawrence J. - English

Korenburg, Paul E. - Chemistry

Needle, Burgess S. - English

Shostak, Gary - Psychology

Singer, Jerry D. - Psychology

Sloane, Douglas - English

Weinberg, Edward D. - Physics

Women

Couch, Lorraine C. - Home Economics

Dempsey, Cynthia A. - English

Hunt, Claire E. - English

Lee, Aileen A. - Government

Lord, Shirley C. - Physical Education

McCormack, Diane E. - English

Morley, Genevieve (Martin) - Botany

Sanborn, Carolyn N. - Anthropology

Sutkovoy, Mary P. - Animal Science

Timson, Cathy E. - English

White, Eileen - Government

V.I.S.T.A.

Men

Milner, David I. - Sociology

Sydney, Howard R. - History

Women

Barrett, Susan L. - Education

David, Christine A. - Sociology

Farren, Janis A. - Government

TYPES OF POSITIONS BY MAJORS

School of Agriculture

Agriculture and Food Economics	
Management	$540/ month to $700/ month
Animal Science	
Dairy Farmer	
Department of Animal Science	
Forester	
Orchard Foreman	$400/ month
Food Science and Technology	
Assistant Forester	$440/ month
High School Science Teacher	460/ month
Paper Manufacture	650/ month
Research Assistant	480/ month
Technical Sales Representative	625/ month
Hotel Management	
Restaurant Assistant Manager	
Food Service Department	$600/ month
Landscape Architecture	
Landscape Architect	$400/ month to $600/ month
U. S. Department of Natural Resources	
Plant and Soil Science	
Biology Instructor at Agricultural School	$655/ month
Floral Designer	378/ month
Wildlife	
Naturalist	$400/ month to $450/ month
Teacher Jr. High School	470/ month

College of Arts and Sciences And of Business Administration

Accounting	
Accountant	$625/ month to $775/ month
Auditor	500/ month to 600/ month
Computer Programmer	
Expiditor	500/ month
Instructor Junior College	660/ month
U. S. Tax Agent	530/ month
Anthropology	
Social Worker	$461/ month
Art	
Art Teacher	$445/ month to $600/ month
Social Worker	
Teller	455/ month

Botany		
	General Science Teacher	
Chemistry		
	Chemist	
	Teacher	$459/ month
Economics		
	Contract Assistant	
	Economist	$550/ month
	Group Analyst	550/ month
	Insurance Salesman	
	Intelligence Research Specialist	538/ month
	Manager Accounting Department	600/ month
	Marketing Specialist	630/ month
	Operations Auditor	625/ month
	Trust Officer (Banking)	520/ month
English		
	Accountant	$500/ month
	Airline Hostess	390/ month
	Analyst	538/ month
	Case Worker	460/ month to 490/ month
	Claim Auditor	
	Editorial Assistant	400/ month
	English Teacher	
	Elementary	400/ month
	Junior High	450/ month
	High School	450/ month
	Keypunch Operator	
	Library Assistant	350/ month
	Loan Examiner	360/ month
	Medical Claim Analyst	
	Medical Social Research	500/ month
	Newspaper Reporter	440/ month
	Public Relations	387/ month
	Publishing Trainee	450/ month
	Retailing Assistant	490/ month
	Secretary	380/ month
	Service Representative	410/ month
	Tax Technician	
Fine Arts		
	Art Trainee (Advertising)	
	High School Music Teacher	$540/ month
General Business/Finance		
	Accountant	
	Computer Programmer	$585/ month
	Electronics Trainee	560/ month
	Financial Management Trainee	580/ month to 710/ month
	Programmer	378/ month
	Rate Analyst	600/ month
	Retailer	650/ month
	Salesman	630/ month
	Trust Administrator	540/ month

Government		
	Administration (Insurance)	$520/ month
	Administration (Local Gov't)	420/ month
	Airline Hostess	380/ month
	Analyst	537/ month
	Case Worker	450/ month to 500/ month
	Cumputer Programmer	620/ month
	Management	480/ month
	Publicist	675/ month
	Purchasing	460/ month
	Salesman	520/ month to 630/ month
	System Engineer	
	Teacher	
	Elementary	
	High School Social Studies	460/ month to 585/ month
History		
	Analyst	$530/ month to 585/ month
	Assistant Buyer	
	Case Worker	466/ month
	Manager	
	Reporter	
	Salesman	540/ month to 600/ month
	Teacher	
	Elementary	450/ month
	Jr. High Science	480/ month
	Jr. High Social Studies	420/ month to 520/ month
	High School	450/ month
Journalism		
	Clerk Typist	$350/ month
	Reporter	390/ month
	Security Analyst	536/ month
	Technical Editor	520/ month
Languages		
	Airline Hostess	$380/ month
	Bookkeeper	
	Library Assistant	
	Security Analyst	
	Social Worker	495/ month
	Teacher	
	Elementary	460/ month
	High School	500/ month
Management		
	Account Executive	$525/ month
	Marketing Research	350/ month
	Retail Trainee	450/ month to 600/ month
	Sales Manager	540/ month
	Salesman	435/ month to 870/ month
	Service Representative	410/ month
	Tax Technician	520/ month

Mathematics		
	Analyst	$650/ month to 720/ month
	Data Processing	650/ month
	Engineer	700/ month
	High School Math Teacher	485/ month
	Manager	635/ month
	Mathematician	640/ month
	Programmer	500/ month to 720/ month
	Salesman	535/ month to 583/ month
Microbiology		
	Microbiology Research Assistant	$400/ month to 625/ month
Pre-Medical		
	Hospital Administrator	
	Red Cross Recreation Aide	
Psychology		
	Airlines Reservations Clerk	$433/ month
	Data System Analyst	
	Group Insurance Analyst	
	Marketing Representative	630/ month
	Personnel Administrator	500/ month to 540/ month
	Research Assistant	
	Social Worker	416/ month to 495/ month
	Teacher	
	Elementary	440/ month
	Junior High	450/ month
	High School	420/ month
	Technician	
Recreational Leadership		
	Recreational Director	$410/ month
Sociology		
	Bibliographical Assistant	
	Case Worker	$426/ month
	Data System Analyst	640/ month
	Program Representative	502/ month
	Registered Nurse	500/ month
	Social Worker	495/ month to 540/ month
	Sociologist	444/ month
	YMCA Supervisor	
Speech		
	Copywriter	$386/ month
	Radio Announcer	
	Speech Therapist	475/ month to 510/ month
	Teacher	
	Elementary	500/ month
	High School	
	Of Hearing Conservation	
Zoology		
	Food Technologist	$470/ month
	Medical Research Technician	430/ month
	Research Assistant	490/ month
	Salesman	563/ month
	Teacher	
	Junior High	450/ month
	High School	475/ month

College of Education

Advertising Assistant	
Analyst	$538/ month
Digital Computer Systems Operator	450/ month
Floating Teacher	480/ month
Remedial Reading Teacher	
Secretary	370/ month
Speech Therapist	
"Transition Teacher" for Operation Smooth-Out	490/ month
Teacher	
Grade 1	485/ month
Grade 2	455/ month to 500/ month
Grade 3	450/ month to 515/ month
Grade 4	470/ month
Grade 5	450/ month
Grade 6	455/ month

School of Physical Education

Physical Education Director	$583/ month
Teacher	
Elementary	300/ month to 500/ month
Junior High	500/ month
High School	450/ month to 500/ month

School of Engineering

Chemical Engineering

Engineer	$710/ month
Junior Engineer	625/ month
Sales and Service Engineer	710/ month

Civil Engineering

Civil Engineer	$600/ month
Design Engineer	710/ month
Engineering Assistant	755/ month
Field Engineer	650/ month
Manufacturing Programming	680/ month
Senior Engineering Technician	510/ month
Structural Engineer	710/ month

Electrical Engineering

Computer Programmer	$750/ month
Design Engineer	729/ month
Development Engineer	659/ month
Diagnostic Programmer	640/ month
Electrical Engineer	688/ month to 742/ month
Engineering Assistant	
Field Service Representative	717/ month
Microwave Engineer	730/ month
Quality Control Engineer	762/ month
System Engineer	766/ month to 835/ month
Transformer Design Engineer	784/ month

Industrial Engineering

Analyst	$700/ month
Facilities Specialist	710/ month
Field Service Representative	709/ month
Junior Applications Engineer	600/ month
Junior Industrial Engineer	770/ month to 855/ month
Quality Control Engineer	640/ month

Mechanical Engineering

Combustion Engineer	$740/ month
Design Engineer	710/ month
Industrial Engineer	684/ month to 780/ month
Junior Mechanical Engineer	690/ month
Project Engineer	709/ month

School of Home Economics

Club Agent	$470/ month
Management Trainee	542/ month
Retail Trainee	400/ month to 500/ month
Social Worker	483/ month
Teacher	
Nursery	
Elementary	420/ month to 485/ month
High School	500/ month
For Exceptional Children	
For the Mentally Retarded	450/ month

School of Nursing

Public Health Nurse	$520/ month to 570/ month
Registered Staff Nurse	410/ month to 570/ month
Visiting Nurse	500/ month to 570/ month

Department of Public Health

Medical Technology

Medical Technician	$473/ month to 527/ month
Research Assistant	560/ month

Public Health

Health Educator

Laboratory Assistant

Stockbridge School of Agriculture

Animal Science

Farm Worker

Chicken

Dairy

Herdsman	$480/ month
Waitress	

Arboriculture and Park Management

Assistant Naturalist National Park Museum	
Conservation Helper	
Fish Hatcher	
Landscape Worker	
Salesman	
Survey Consultant	
Tree Expert	

Floriculture

Floral Designer	

Landscape Operations

Assistant Grounds Superintendent	$485/ month
Foreman of Nursery	
Laborer in Construction	325/ month
Plantsman	

One Year Food Distribution

Management Trainee	

Restaurant and Hotel Management

Accountant	$500/ month
Kitchen Supervisor	280/ month & Room and Board
Manager of Catering Service	500/ month
Restaurant Manager	300/ month to 550/ month

Turf Management

Greenskeeper	

Wood Utilization

Bank Clerk	$400/ month
Wood Technologist	

ANNUAL REPORT

OFFICE OF ADMISSIONS AND RECORDS

JULY 1, 1967 - JUNE 30, 1968

1. Expenditures and Appropriations

Purpose	Expenditures 1966	Expenditures 1967	Allotment 1968
01 Salaries, Permanent	----	----	----
02 Salaries, Other	----	----	----
03 Services, Non-Empl.	10,033.00	14,700.68	14,000.00
10 Travel	3,582.00	3,439.71	2,600.00
11 Advert. & Print	3,927.00	4,761.05	4,800.00
12 Maint. & Repro.	670.00	599.32	700.00
13 Special Supplies	10,698.00	14,719.92	14,000.00
14 Office & Admin.	10,232.00	10,288.98	7,600.00
15 Equip.	552.00	373.00	1,602.00
16 Rentals	6,000.00	6,550.00	7,000.00
Totals	45,694.00	55,432.66	52,302.00

2. Personnel

	1965	1966	1967
Dean of Admissions & Records	1	1	1
Associate Dean of Admissions	3	3	3
Asst. Dean of Admissions	0	0	0
Registrar	1	1	1
Staff Assistant (Recorder)	1	1	1
Staff Assistant (Asst. to Registrar)	1	1	1
Staff Assistant (Admissions)	0	2	2
Principal Clerk	0	0	1
Head Clerk	0	1	1
Senior Clerk-Steno	2	2	1
Senior Clerk-Typist	3	3	3
Junior Clerk-Steno	4	7	7
Junior Clerk-Typist	7	9	10
Statistical Machine Operator	0	1	1

3. Organization of Office of Admissions and Records

Dean of Admissions and Records - 1
Associate Dean of Admissions - 3
Registrar - 1
Staff Assistant (Recorder) - 1
Staff Assistant (Assistant to Registrar) - 1
Staff Assistant (Admissions) - 2
Head Clerk - 1
Principal Clerk - 1
Senior Clerk-Steno - 1
Senior Clerk-Typist - 3
Junior Clerk-Typist - 10
Junior Clerk-Steno - 7
Statistical Machine Operator - 1

4. Students or Clientele Served

See Appendix I, Annual Report of Admissions and Records

5. Faculty Publications

None

6. Major Accomplishments

Applications for admission to the freshman class numbered approximately 18,500. Transfer applicants numbered 3,150.

Preselection in college admissions at the University of Massachusetts using methods of data processing and multiple variable prediction enabled a staff of four admission officers to efficiently process 18,500 freshman applications and admit a class of 3,150 highly qualified applicants at Amherst.

Total contacts in the Admissions Office (applications, College Board scores, and interviews) numbered 125,000.

7. Special Projects

See Appendix I, Annual Report of Admissions and Records (pages 1-2).

8. Personnel Needs

Junior Clerk-Stenographer (3), Senior Clerk-Stenographer (2), Senior Clerk-Typist (3), 3 Staff Assistants (1 Admissions and 2 Records). In order to handle the increased number of applications and the record keeping functions efficiently, it is essential that an orderly expansion of the clerical staff in the Admissions and Records Office be planned for the future. As the size of undergraduate classes increase, the amount of work relating to maintenance of permanent record cards increases. These positions are needed in the Office of Admissions and Records.

ANNUAL REPORT

of the

BOARD OF ADMISSIONS AND RECORDS COMMITTEE

Presented by

William D. Tunis

at the

125th Meeting of the Faculty Senate,
May 2, 1968

Committee Membership

G.A. Cannon	College of Arts and Sciences
G. Gordon *	College of Arts and Sciences
V.P. Helming	College of Arts and Sciences
F.P. Jeffrey	College of Agriculture
L.A. Johnson	School of Business Administration
R.O. Ulin *	School of Education
J.S. Marcus	School of Engineering
Mrs. R.C. Boicourt	School of Home Economics
Mrs. M.E. Helming *	School of Nursing
A.F. Barber	School of Physical Education
C.W. King	College of Arts and Sciences
R.W. Gage	Health Service
J.A. Southworth	Counseling and Guidance Office
W.C. Starkweather, Secretary	Office of Admissions and Records
W.D. Tunis, Chairman	Office of Admissions and Records

* Elected member of The Faculty Senate

I A. Summary of activities of the Board of Admissions and Records Student Petitions

Petitions	Granted	Denied
Readmission	41	118
Senior credits in absentia	8	5
Waiver of a graduation requirement	9	5
Permission to graduate with cumulative average under cutting point of former class	0	3
Waiver of 10 semester rule	9	4
Request for graduation with honors with less than 60 credits in residence	1	6
Waiver of entrance requirement	12	1
Request for change of grade	2	1
Request for transfer credit (D grade)	0	3

B. General policies voted by the Board of Admissions and Records

1. That a student entering the University with an Associate's Degree, regardless of numbers of credits transferred (which varies from major to major), be granted exemption from the Physical Education graduation requirement.

2. Authorized the Registrar to grant in absentia completion for Medical or Dental School students who leave the University upon completion of the junior year; providing the student has a minimum 2.0 average at the University and approval from the Pre-medical adviser and the Dean of the College of Arts and Sciences.

3. Extended the waiver of entrance language deficiencies approved by the Faculty Senate last spring for students entering in the fall of 1967 and to include all students presently enrolled.

4. Voted to treat the waiver of required Physical Education associated with re-entering students in a manner consistent with Physical Education waivers for entering transfer students.

5. Voted to extend the first semester freshman-transfer leniency in course withdrawal to also include first semester interchange students.

6. Policy on latitude in secondary school entrance requirements (approved by Faculty Senate - Spring 1967).

II Other Activities of the Office of Admissions and Records

1. During the calendar year 1967, the office mailed out a total of 265,674 letters.

2. In a continuing effort to cooperate with secondary school officials and students concerning pre-college counseling, the Admissions Office Staff visited during the fall every public secondary school in the Commonwealth and as many private and parochial schools as staff and time feasibly permitted.

3. The Admissions Staff published four Admissions Newsletters and sent copies to guidance personnel at every high school in the Commonwealth. The content concerned admissions and enrollment trends and characteristics.

4. Continually throughout the academic year, the Admissions Staff members are requested in ever increasing numbers to participate in secondary school sponsored programs concerned with college orientation. The Admissions Staff participated in approximately 75 such programs.

5. Although, interviews are not required as part of the admissions procedure, applicants and their parents come to us in increasing numbers for information about the University and help in regard to personal problems. In order to handle the increasing numbers, the Admissions Office used group information sessions on Saturday mornings. The Admissions Staff is grateful for the assistance received from the University Guide Service ARCHON.

6. Graduation, Honors and Registration lists are prepared. Deficiencies are checked.

7. Withdrawals are processed and refund of student fees authorized.

8. Pre-registrations and registrations are conducted for each semester and the several summer sessions.

9. Grades are received and checked before going to the EDP Office. Grade reports are distributed and class standing reported.

10. More and more the Admissions and Records Office is called upon to furnish detailed statistical information for academic and governmental agencies emphasizing the need for complete and accurate records. This statistical information is the permanent record of the expanding University and constitutes the basis for planning for the future.

1. ADMISSIONS

A. Admissions Data Class 1971 and Trends

1. Total Freshman Completed Applications

	Men	Women	Total
Sept. 1958	3,547	1,861	5,408
Sept. 1959	3,286	1,876	5,162
Sept. 1960	3,668	2,271	5,939
Sept. 1961	4,029	2,492	6,521
Sept. 1962	4,271	2,659	6,930
Sept. 1963	4,408	3,139	7,547
Sept. 1964	6,681	5,188	11,867
Sept. 1965	6,306	5,493	11,799
Sept. 1966	8,237	6,597	14,834
Sept. 1967	9,669	7,679	17,348

2. Freshman Students Accepted and Enrolled

	Men	Women	Total
Sept. 1958	828	538	1,366
Sept. 1959	1,135	703	1,838
Sept. 1960	1,009	716	1,725
Sept. 1961	1,229	689	1,918
Sept. 1962	1,155	767	1,922
Sept. 1963	1,287	999	2,286
Sept. 1964	1,318	1,274	2,592
Sept. 1965	1,407	1,215	2,622
Sept. 1966	1,599	1,355	2,954
Sept. 1967	1,715	1,325	3,040

3. New Freshmen (not including transfer, former students or those demoted)

Class	Selected		Paid		Paid and Withdrawn		Paid less those Withdrawn	
	M	W	M	W	M	W	M	W
1964	1728	1202	1232	895	280	189	952	706
1965	2178	1171	1444	880	298	198	1146	682
1966	2127	1318	1400	1007	304	249	1096	758
1967	2421	1757	1519	1287	318	281	1201	997
1968	2373	2132	1516	1670	395	340	1121	1330
1969	2762	2214	1822	1545	486	346	1336	1199
1970	3790	2961	2144	1744	515	389	1599	1355
1971	4130	3069	2146	1645	504	340	1642	1305

4. Per cent of loss based upon the number selected

Class	Men	Women
1962	42	37
1963	40.6	43.3
1964	44.9	41.3
1965	47.4	41.8
1966	48.9	42.4
1967	50.4	43.2
1968	52.8	37.7
1969	51.6	45.8
1970	57.8	54.2
1971	60.2	57.5

5. Summary of New Freshmen Applications

   a. Total Completed Applications 17,348
   b. Total Selected from Applications 7,199 (41.5%)
   c. Total Matriculated of those Selected 2,947 (40.9%)

6. Profile Class of 1971

   a. College Entrance Examination Board Scholastic Aptitude Test Scores

      1. Verbal

	Total		Males		Females	
	N	%	N	%	N	%
700-Up	75	2.6	35	2.2	40	3.1
650-699	173	5.9	70	4.3	103	7.9
600-649	380	12.9	172	10.6	208	15.9
550-599	645	22.0	326	20.1	319	24.4
500-549	730	24.9	410	25.2	320	24.4
450-499	560	19.1	339	20.9	221	16.9
400-449	282	9.6	202	12.4	80	6.1
350-399	81	2.8	63	3.9	18	1.4
300-349	7	0.2	6	0.4	1	0.1
250-299	2	0.1	2	0.1	0	0.0
Total	2935		1625		1310	

      2. Numerical

	Total		Males		Females	
	N	%	N	%	N	%
700-Up	110	3.7	78	4.8	32	2.4
650-699	270	9.2	188	11.6	82	6.3
600-649	588	20.0	351	21.6	237	18.1
550-599	736	25.1	392	24.1	344	26.3
500-549	701	23.9	372	22.9	329	25.1
450-499	360	12.3	164	10.1	196	15.0
400-449	137	4.7	60	3.7	77	5.9
350-399	27	0.9	17	1.0	10	0.8
300-349	5	0.2	3	0.2	2	0.1
250-299	1	0.1	0	0.0	1	0.1
Total	2935		1625		1310	

3. Comparison Median Scores Classes of 1966, 1967, 1968, 1969, 1970 and 1971

Verbal						Numerical					
1966	1967	1968	1969	1970*	1971*	1966	1967	1968	1969	1970*	1971*
534	542	558	567	547	534	569	571	582	593	577	565

* Adjusted Scores. For previous classes the high scores were used in determining median scores. The median high scores for the class of 1970 are Verbal 561, Numerical 592.

b. High School Rank (Class of 1971)

	Total		Males		Females	
	N	%	N	%	N	%
1-5%	507	17.4	149	9.2	358	27.5
6-10%	552	18.9	210	13.0	342	26.3
11-15%	472	16.2	232	14.4	240	18.4
16-20%	393	13.5	250	15.5	143	11.0
21-25%	293	10.0	203	12.6	90	6.9
26-35%	379	13.0	302	18.7	77	5.9
36-50%	199	6.8	166	10.3	33	2.5
51-75%	102	3.5	87	5.4	15	1.2
76-99%	19	0.7	15	0.9	4	0.3
Total	2916		1614		1302	

c. Medians - Class of 1971 (Special Summer - January)

	Total	Males	Females
CEEB - Verbal	507	504	510
CEEB - Mathematics	527	543	511

B. Admissions Data Transfers September 1967 and Trends

1. Completed Applications and Trends

	Completed Applications		Accepted and Enrolled	
	Men	Women	Men	Women
Sept. 1959	518	152	99	17
Sept. 1960	499	144	77	22
Sept. 1961	677	201	172	23
Sept. 1962	784	270	173	33
Sept. 1963	854	668	195	79
Sept. 1964	1006	452	233	114
Sept. 1965	1332	704	196	87
Sept. 1966	1582	874	451	231
Sept. 1967	1895	1115	472	239

2. Transfers Accepted

	1968	1969	1970	1971	Total
Men	1	296	145	30	472
Women	3	176	57	3	239
Total	4	472	202	33	~~701~~ 711

C. Admissions Data Former Students September 1967 and Trends

	Men	Women
Former students who re-entered Sept. 1959	68	16
Former students who re-entered Sept. 1960	83	14
Former students who re-entered Sept. 1961	68	25
Former students who re-entered Sept. 1962	106	32
Former students who re-entered Sept. 1963	127	21
Former students who re-entered Sept. 1964	205	45
Former students who re-entered Sept. 1965	147	55
Former students who re-entered Sept. 1966	209	135
Former students who re-entered Sept. 1967	218	132

D. Admissions Data (Transfers, Re-Entering, Swing Shift) Spring Semester 1966-67

	1967	1968	1969	1970	1971	Total
Men	17	37	68	258	15	395
Women	9	15	38	179	6	247
Total	26	52	106	437	21	642

Swing Shift Freshmen	296
New Freshmen	6
Transfers	
Class 1967	1
Class 1968	5
Class 1969	29
Class 1970	20
Former Students Returning	
Class 1967	25
Class 1968	47
Class 1969	77
Class 1970	121
Class 1971	15

Total New Students Spring Semester 642

2. UNDERGRADUATE REGISTRATION AND TRENDS

A. Undergraduate Registration September 1967

Class	1968		1969		1970		1971		Total		
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Total
Agriculture	164	6	182	12	166	20	143	12	655	50	705
Arts and Sciences	718	652	836	717	858	784	951	819	3363	2972	6335
Business Administration	261	17	339	26	327	26	232	16	1159	85	1244
Education	9	207	6	260	6	223	3	148	24	838	862
Engineering	218	3	233	3	233	4	273	5	954	15	969
Home Economics	2	86	---	123	---	125	---	122	2	456	458
Nursing	---	44	---	55	1	94	1	92	2	285	287
Physical Education	53	44	84	63	73	75	106	91	316	273	589
Public Health	5	20	2	15	15	34	6	20	28	97	125
TOTAL	1430	1079	1682	1282	1676	1385	1715	1325	6503	5071	11,574
TOTAL BY CLASSES	2509		2964		3061		3040		11,574		
Exchange Students									2	15	17
Non-Classified									20	68	88
Specials									33	72	105
TOTAL UNDERGRADUATES									6558	5226	11,784

B. Undergraduate Residence September 1967

Massachusetts	10,615
Other States	933
Foreign	26
Total	11,574

C. Enrollment Trends - Total Undergraduates

Year	Men	Women	Total
1951	1934	1021	2955
1952	2032	1164	3196
1953	2267	1220	3487
1954	2479	1224	3703
1955	2459	1169	3628
1956	2581	1212	3793
1957	2650	1341	3991
1958	2772	1495	4267
1959	3090	1765	4855
1960	3257	2000	5257
1961	3549	2135	5684
1962	3759	2381	6140
1963	4125	2757	6882
1964	4617	3360	7977
1965	5049	3886	8935
1966	5816	4615	10,431
1967	6503	5071	~~11,157~~ 11,574

D. Enrollment Trends - Freshman Men and Women

Class	Men	Women	Total
1956	669	407	1076
1957	754	416	1170
1958	810	372	1182
1959	698	390	1088
1960	723	425	1148
1961	730	536	1266
1962	828	538	1366
1963	1135	703	1838
1964	1009	716	1725
1965	1229	689	1918
1966	1155	767	1922
1967	1287	999	2286
1968	1318	1274	2592
1969	1407	1215	2622
1970	1599	1355	2954
1971	1715	1325	3040

E. Enrollment Trends - Freshman Enrollment by Schools

Class	Arts & Science	Engin.	Ed.	Bus. Adm.	Agric.	Home Econ.	Phys. Ed.	Nursing	Public Health
1957	577	277		146	83	64	23		
1958	543	314		148	98	55	24		
1959	519	295		93	86	52	20	23	
1960	588	309		107	61	40	18	25	
1961	607	309	90	116	55	45	23	21	
1962	694	300	80	125	69	35	38	25	
1963	987	321	127	173	92	37	63	39	
1964	972	317	117	115	80	25	62	37	
1965	1164	298	102	135	86	26	71	36	
1966	1168	268	116	133	93	37	65	42	
1967	1468	277	127	140	92	65	51	51	
1968	1656	303	167	132	86	72	75	69	32
1969	1553	275	158	178	116	97	138	68	25
1970	1777	278	171	195	162	102	140	89	52
1971	1770	278	151	248	155	122	197	93	26

F. Undergraduate Registration - Spring Semester 1966-67

Class	Men	Women	Total
1967	1015	696	1711
1968	1351	1126	2477
1969	1448	1214	2662
1970	1749	1462	3211
1971	27	7	34
Total	5590	4505	10,095
Non-Classified	18	95	113
Specials	30	87	117

G. Summer School Enrollment 1967

	MAIN SESSION		MAIN SESSION		SWING SHIFT		SHORT SESSIONS	
	M	F	M	F	M	F	M	F
1967	136	64	95	41	-	-	8	4
1968	273	224	261	170	-	-	102	44
1969	242	180	234	142	-	-	114	21
1970	178	116	192	109	-	-	38	4
1971	31	20	30	15	168	174	2	-
N C	9	35	7	25	-	-	-	-
SP	14	17	8	9	-	-	3	2
SS	265	219	253	177	-	-	18	81
TOTAL UNDER-GRAD	1149	875	1080	688	168	174	285	156
GRADUATE (SS only)	87	75	96	62	-	-	139	116
(Regular)	665	278	469	203	-	-	26	25
GRADUATE TOTAL	752	353	565	265	-	-	165	141
TOTALS	1901	1228	1645	953	168	174	450	297
GRAND TOTAL	3129		2598		342		747	

SUMMER TOTAL

Men	4164
Women	2652
Total	6816

H. Distribution of Undergraduate Enrollment by Majors - September 1967

College of Arts and Sciences

Curriculum	1968		1969		1970		1971		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
CA S	-	-	1	-	2	1	98	88	101	89	190
Astron	2	-	6	1	9	1	9	3	26	5	31
Micbio	6	6	12	5	19	11	12	5	49	27	76
Botany	9	3	4	1	1	4	9	2	23	10	33
Chem	31	6	31	8	45	13	57	21	164	48	212
Biochm	-	-	1	-	-	1	2	-	3	1	4
Econ	40	5	46	2	39	4	19	-	144	11	155
Engl	86	178	107	234	103	203	88	149	384	764	1148
Journ	-	-	3	-	1	-	-	-	4	-	4
Js Eng	7	9	11	11	22	13	12	11	52	44	96
Js Int	4	1	3	1	2	1	1	-	10	3	13
Geog	-	-	-	1	-	-	-	-	-	1	1
Geol	17	2	24	5	27	5	17	-	85	12	97
Art	14	33	7	35	10	22	3	25	34	115	149
BFA	2	3	4	11	1	11	-	2	7	27	34
German	7	9	9	13	2	15	1	10	19	47	66
Hist	102	73	111	53	124	62	108	54	445	242	687
Govt	116	40	118	27	106	30	88	23	428	120	548
Math	41	35	57	47	63	67	120	106	281	255	536
Music	1	3	7	3	7	8	10	15	25	29	54
Phil	15	1	15	3	12	3	11	1	53	8	61
Physic	8	1	12	4	21	1	36	2	77	8	85
Psych	58	48	76	59	68	64	68	83	270	254	524
Clsics	-	1	-	1	1	1	-	3	1	6	7
French	3	37	10	42	12	63	10	63	35	205	240
Span	9	14	3	9	6	22	5	20	23	65	88
Russ	7	6	4	7	1	6	5	8	17	27	44
Latin	-	-	-	-	1	3	1	1	2	4	6
Sociol	26	69	38	71	26	79	11	42	101	261	362
Anth	8	9	5	11	6	8	6	7	25	35	60
Speech	15	25	9	20	8	21	8	18	40	84	124
Zool	35	31	83	27	111	41	131	54	360	153	513
PreMed	26	2	8	4	1	-	4	1	39	7	46
PreDnt	21	-	8	-	1	-	1	-	31	-	31
PreVet	2	2	3	1	-	-	-	1	5	4	9
Chinse	-	-	-	-	-	-	-	1	-	1	1
TOTAL	718	652	836	717	858	784	951	819	3363	2972	6335

College of Agriculture

Curriculum	1968		1969		1970		1971		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
C Agr	-	-	-	-	7	2	4	-	11	2	13
A&F Ec	8	-	15	-	8	-	2	-	33	-	33
Fd Ec	-	-	-	-	1	-	-	-	1	-	1
Ag Eng	-	-	-	-	3	-	5	-	8	-	8
Plsoil	6	-	8	-	5	1	7	1	26	2	28
An Sci	7	2	14	6	9	9	11	6	41	23	64
Ent	2	-	5	1	2	1	1	-	10	2	12
Fd Sci	8	1	7	-	2	-	4	2	21	3	24
Htlmgt	47	1	33	2	22	2	20	1	122	6	128
Forest	31	-	33	-	25	-	39	-	128	-	128
Wildlf	29	1	32	2	50	2	28	1	139	6	145
Fish	-	-	-	-	-	-	4	1	4	1	5
Wdtech	-	-	1	-	-	-	-	-	1	-	1
Ld Arc	12	1	28	1	19	1	15	-	74	3	77
Pk Adm	12	-	5	-	12	2	-	-	29	2	31
PreVet	2	-	1	-	1	-	3	-	7	-	7
TOTAL	164	6	182	12	166	20	143	12	655	50	705

School of Business Administration

Curriculum	1968		1969		1970		1971		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
S BA	22	-	114	6	310	24	227	16	673	46	719
Acctg	72	7	69	10	7	1	2	-	150	18	168
GB Fin	40	1	42	5	4	-	1	-	87	6	93
Mgt	57	2	62	2	3	-	1	-	123	4	127
Mktg	70	7	52	3	3	1	1	-	126	11	137
TOTAL	261	17	339	26	327	26	232	16	1159	85	1244

School of Engineering

Curriculum	1968		1969		1970		1971		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
Engin	-	-	8	-	27	1	268	5	303	6	309
Ch E	35	2	33	2	19	1	3	-	90	5	95
C E	66	-	48	1	42	-	1	-	157	1	158
E E	54	1	56	-	59	1	1	-	170	2	172
I E	18	-	18	-	19	-	-	-	55	-	55
M E	45	-	70	-	64	1	-	-	179	1	180
TOTAL	218	3	233	3	230	4	273	5	954	15	969

School of Home Economics

Curriculum	1968		1969		1970		1971		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
H Ec	2	86	-	123	-	125	-	122	2	456	458

School of Nursing

Curriculum	1968		1969		1970		1971		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
Nurse	-	44	-	55	1	94	1	92	2	285	287

School of Physical Education

Curriculum	1968		1969		1970		1971		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
Men PE	47	-	76	-	69	-	103	-	295	-	295
Wo PE	-	33	-	42	-	64	-	86	-	225	225
Rec	6	11	8	21	4	11	3	5	21	48	69
TOTAL	53	44	84	63	73	75	106	91	316	273	589

School of Education

Curriculum	1968		1969		1970		1971		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
Educ	9	207	6	260	6	223	3	148	24	838	862

Department of Public Health

Curriculum	1968		1969		1970		1971		Total		Grand Total
	M	F	M	F	M	F	M	F	M	F	
Pub Hl	5	-	2	2	8	3	2	3	17	8	25
Medtec	-	20	-	21	7	31	4	17	11	89	100
TOTAL	5	20	2	23	15	34	6	20	28	97	125

I. Registration on Interchange of Students - Amherst, Mount Holyoke, Smith, and University of Massachusetts cooperating

1. Spring Semester 1966-67

From	Course	Number of Students
University to Amherst	English 72	1
	Greek 1s	2
	Greek 16	1
	History 64	1
	History 70	2
	Italian 24	1
	Latin 16	4
	Latin 42	3
	Psychology 28	1
	Religion 62	1
University to Smith	Education 342b	1
	Government 242b	1
	Government 323b	1
	History 286b	2
	Latin 324b	2
	Religion 371b	5
	Sociology 213b	2
	Theatre 221b	1
	Theatre 253b	1
University to Mt.Holyoke	Greek G2	2
	Latin SG22s	1
	Physical Education 100fs	1
	Physical Education 102s	1
	Physical Education 203s	1
Amherst to University	Accounting 125	1
	Anthropology 103	3
	Chemistry 127	1
	Civil Engineering 140	1
	Computer Science 131	2
	French 380	2
	German 108	1
	German 703	1
	Government 700	1
	History 321	1
	Japanese 102	2
	Marketing 201	1
	Mathematics 174	1
	Mathematics 836	2
	Philosophy 264	2
	Physics 104	1
	Psychology 341	1
	Psychology 365	2
	Psychology 385	1
	Sociology 399	1
	Speech 135	1
	Speech 283	1
	Zoology 221	1

From	Course	Number of Students
Smith to University	Anthropology 374	1
	Art 100	2
	Art 230	1
	Art 280	3
	Asian Studies 150	1
	English 391	1
	French 380	2
	German 101	1
	German 254	1
	German 700	1
	Government 238	1
	History 206	1
	Landscape Architecture 374	4
	Landscape Architecture 378	2
	Sociology 547	1
Mt. Holyoke to University	Agricultural & Food Ec.373	1
	English 331	1
	Finance 210	1
	Government 236	1
	History 305	2
	Japanese 102	3
	Landscape Architecture 251	1
	Landscape Architecture 268	1
	Landscape Architecture 378	1
	Mathematics 221	1
	Mathematics 257	1
	Physics 288	1
	Polish 102	1
	Psychology 331	1
	Speech 225	3
	Zoology 335	1

2. Fall Semester 1967-68

University to Amherst	Dramatic Arts 31	1
	Greek 11	1
	History 48	1
	Latin 15	1
	Latin 41	3
	Music 43	1
	Religion 11	2
	Religion 13	1
	Religion 33	1

From	Course	Number of Students
University to Smith	Art 207a	1
	Art 221a	1
	Art 257a	1
	Astronomy 122a	1
	Education 235a	1
	Education 345a	1
	Education 347a	1
	Government 225a	1
	Government 232a	1
	Government 302a	1
	Government 322	2
	History 285a	1
	History 381a	1
	Italian 337a	1
	Latin 111a	1
	Religion 185	1
	Religion 274a	4
	Sociology 231a	1
University to Mt. Holyoke	Art 229	1
	Chemistry 101f	1
	Geography 311	1
	Greek 1	1
	Latin 313	1
	Physical Education 202f	1
	Physical Education 301f	1
	Physics 101f	1
Amherst to University	Anthropology 360	1
	Anthropology 375	2
	Art 120	1
	Civil Engineering 230	1
	Civil Engineering 360	1
	Danish 101	1
	Economics 301	1
	English 346	1
	History 200	1
	Japanese 107	1
	Landscape Architecture 373	1
	Physics 705	3
	Sociology 272	1
	Sociology 385	1
	Spanish 101	1
	Speech 223	1
	Zoology 135	1
	Zoology 246	1
	Zoology 521	1
	Zoology 660	1

From	Course	Number of Students
Smith to University	Anthropology 369	1
	Anthropology 373	1
	Art 100	1
	Art 102	1
	Art 200	1
	Art 222	1
	Art 280	1
	Art 282	1
	English 337	1
	German 251	1
	Government 219	1
	Government 237	1
	Government 240	1
	Government 257	1
	History 303	1
	Home Economics 279	1
	Japanese 101	2
	Mathematics 251	1
	Philosophy 225	2
	Physics 103	1
	Speech 225	4
	Speech 282	1
	Zoology 240	1
Mt. Holyoke to University	Anthropology 373	1
	Art 280	1
	Astronomy 315	1
	Computer Science 131	1
	Computer Science 409	1
	Government 237	1
	Government 240	4
	Japanese 107	1
	Landscape Architecture 267	2
	Portugese 101	1
	Speech 225	1
	Speech 282	1

3. RECORDS

A. Withdrawals

1. Academic Dismissals - college year 1966-67
Scholastic Dismissals January 1967. Includes those dismissed but reinstated.

Class	Men	Women	Total
1967	20	1	21
1968	54	18	72
1969	118	29	147
1970	72	23	95
	264	71	335

Scholastic Dismissals June 1967. Includes those dismissed but reinstated.

Class	Men	Women	Total
1967	5	1	6
1968	51	14	65
1969	69	20	89
1970	231	80	311
1971	3	1	4
	359	116	475

2. Trend in academic dismissals for freshman year

Class	Number of dismissals in freshman year	Total enrollment Sept. of freshman year	Rate of dismissals in per cent
1957	103	1170	8.8
1958	172	1182	14.5
1959	129	1088	11.8
1960	144	1148	12.5
1961	167	1266	13.2
1962	166	1366	12.15
1963	270	1838	14.7
1964	315	1725	18.3
1965	406	1918	21.1
1966	312	1922	16.2
1967	297	2286	12.9
1968	338	2592	13.0
1969	356	2622	13.6
1970	406	2954	13.7

3. Scholastic Probations 1966-67

Class	Men	Women	Total
1967	7	6	13
1968	52	19	71
1969	31	25	56
1970	249	99	348
1971	3	0	3
	342	149	491

4. Summary of Withdrawals - college year 1966-67

a. Withdrawals during fall semester

Reasons	1967		1968		1969		1970		NC		Spec		Totals
	M	F	M	F	M	F	M	F	M	F	M	F	
Difficulty with Studies	0	1	0	1	0	0	1	0	0	0	0	0	3
Financial	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer	0	0	1	1	1	2	2	5	0	0	0	0	12
Discipline	0	0	0	0	0	0	0	0	0	0	0	0	0
Personal	22	8	26	16	26	15	20	16	1	2	2	5	159
Military Enlistment/Induct.	0	0	1	0	3	0	1	0	0	0	0	0	5
Health	1	1	11	6	9	8	6	3	0	1	0	0	46
Reason Unknown	0	0	0	1	0	0	0	0	0	0	0	0	1
Marriage	0	0	0	1	0	2	0	0	0	0	0	0	3
TOTALS	23	10	39	26	39	27	30	24	1	3	2	5	229

b. Withdrawals between the fall and spring semesters

Reasons	1967		1968		1969		1970		Totals
	M	F	M	F	M	F	M	F	
Difficulty with Studies	0	0	1	0	0	0	0	0	1
Financial	1	0	2	3	3	5	1	0	15
Transfer	1	0	0	2	4	10	4	6	27
Discipline	0	0	0	0	0	0	0	1	1
Personal	0	4	4	5	3	5	0	3	24
Military Enlist/Induct.	0	0	0	0	2	0	1	0	3
Health	0	0	0	0	0	1	0	0	1
Reason Unknown	11	12	23	19	27	21	14	10	137
Marriage	0	1	0	3	0	2	0	2	8
TOTALS	13	17	30	32	39	44	20	22	217

c. Withdrawals during spring semester

Reasons	1967		1968		1969		1970		1971		NC		Spec		Totals
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Difficulty with Studies	0	0	1	0	2	0	3	2	0	0	0	0	0	0	8
Financial	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Transfer	0	0	0	0	0	0	0	1	0	1	0	0	0	0	2
Discipline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Personal	8	1	11	6	18	13	19	14	1	0	1	3	2	6	103
Military Enlist/Induct.	0	0	1	0	1	0	2	0	0	0	0	0	0	0	4
Health	0	0	2	5	4	6	3	6	0	0	0	0	0	1	27
Reason Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Marriage	0	0	0	0	0	1	1	0	0	0	0	0	0	0	2
TOTALS	8	1	15	11	25	21	28	23	1	1	1	3	2	7	147

d. Withdrawals between end of spring semester and September 1967

Reasons	1967		1968		1969		1970		1971		Totals
	M	F	M	F	M	F	M	F	M	F	
Difficulty with Studies	0	0	0	0	0	1	4	0	4	0	9
Financial	0	0	1	2	1	4	3	3	0	0	14
Transfer	0	0	1	1	4	5	0	7	0	1	19
Discipline	0	0	0	0	5	0	0	0	0	0	5
Personal	53	16	2	7	1	0	1	2	0	0	82
Military Enlist/Induct.	0	0	4	0	2	0	1	0	0	0	7
Health	0	0	1	1	0	1	0	0	0	0	3
Reason Unknown	1	0	25	18	19	25	17	23	0	1	129
Marriage	0	0	0	4	0	0	0	2	0	0	6
Deceased	0	0	0	1	0	1	0	1	0	0	3
TOTALS	54	16	34	34	32	37	26	38	4	2	277

B. Class and University yearly grade point averages 1966-67

Class of 1967	Number of Students*	Average of Averages
Men	2078	2.540
Women	1457	2.841
Class	3535	2.664
Class of 1968		
Men	2794	2.347
Women	2223	2.548
Class	5017	2.436
Class of 1969		
Men	2903	2.152
Women	2382	2.375
Class	5355	2.233
Class of 1970		
Men	3038	2.124
Women	2653	2.328
Class	5691	2.219
Total		
Men	10,841	2.268
Women	8,720	2.482
University	19,561	2.364

* Two semesters enrollment added together.

C. Bachelors Degrees awarded 1967. Students who received degrees in calendar year 1967 graduated as of the class of 1967.

School	February	June	September	Total
Arts and Science				
B.A.	58	612	128	798
B.S.	15	134	23	172
Agriculture				
B.S.	17	75	15	107
B.V.A.	0	2	0	2
Business Administration				
B.B.A.	32	144	28	204
Engineering				
B.S. Ch. E.	2	10	1	13
B.S. C.E.	11	19	2	32
B.S. E.E.	5	22	9	36
B.S. M.E.	2	25	7	34
B.S. I.E.	4	11	1	16
Education				
B.A.	11	139	18	168
Home Economics				
B.A.	3	37	5	45
Nursing				
B.S.	0	34	1	35
Physical Education				
B.S.	17	42	9	68
Dept. Public Health	1	18	2	21
GRAND TOTAL	178	1324	249	1751

Sep 66 169 + 178 + 1324 = 1,671

Sep.'67 249 + Feb. '68 235 + June '68 1657 = 2141

2141 / 1671 = .28%

470.0
3342
13580
13368
2120

1671 + 573 = 2244

2141 + 633 = 2774
2244
530
23 249.

2244 | 530.0
4488
5120
6732
13880

7500

D. Transcripts of Records issued July 1, 1966 to June 30, 1967

1. Undergraduates

Free Transcripts	6178
Paid Transcripts	14,143
Transcripts for other offices	17,987
TOTAL	38,308

2. Graduate School

Free Transcripts	2041
Paid Transcripts	2529
Transcripts for other offices	2089
TOTAL	6659

3. Total transcripts done by Registrar's Office 44,967

Annual Report

Coordinator of Student Activities

1967-68

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Annual Report
Coordinator of Student Activities
1967-68

Summer Program

The Summer Arts and Activities Programs were organized and administered by the Student Activities Office for the third consecutive year.

With the cooperation and approval of Dr. William Venman, Director of Summer School, the Summer Planning Committee was expanded last year to include four to six students.

The total program, Arts and Activities, was well received and the Summer Arts brochure is presently being judged for a national award.

R.S.O.

In July Mrs. Esther Davis, Head Bookkeeper of R.S.O. Accounts resigned for personal reasons. Due to the large number of R.S.O. groups, over 350, the volume of business transactions, total dollar volume etc., it was recommended and approved that Mrs. Davis be replaced by an accountant in a professional staff position. Two non-professional bookkeeping positions, grades 7 and 3, were also approved to serve under the accountant. In November Mr. Armand H. Demers Jr. was appointed as Supervisor of R.S.O. accounts. This realignment has proved very fruitful and beneficial.

Some noteworthy aspects of R.S.O.:

A. - In fiscal 67-68 the number of R.S.O. accounts rose to 412.

- 39 accounts which had been inactive for over a year were published in the Daily Collegian and submitted to the Student Senate to be declared inactive and closed.

- In 1966-67: Total Receipts = $1,435,893. Disbursements: $1,381,591
  In 10 months of 67-68: Total Receipts = $1,428,119 Disbursements: $1,338,938
  Add to 67-68: Fine Arts Council Receipts of $63,236 and Disbursements of $37,104, again for a 10 month period

- From July 1 through the third week of May R.S.O. groups payed the Student Union:

Food Service:	$17,871	
University Store:	11,020	
General Fund:	16,848	
Total Payments:		$45,739

- Campus Security and Custodial Forces were payed as follows: Police: $9,380, Janitorial: $1,138, and Technicians: $210.

- Approximately 2200 financial transactions were handled monthly.

B. - Major areas needing study:
1.) Purchase of a bookkeeping machine (cost $5-$6,000) to automate accounting system to produce monthly statements i.e., beginning balance - transactions - ending balance; reduce or eliminate the necessity of additional clerical help in a year or two; provide monthly trial balance of total R.S.O. finances and systematic auditing throughout the fiscal year; reduce factor of human error.

2.) Discuss with Student Union Staff what can be offered, improved, added, altered etc. in order to channel more R.S.O. group income into the Student Union.

Staff and Operational Realignment:

With the promotion of Dr. Mark G. Noffsinger from Coordinator of Student Activities and Director of the Student Union to Associate Dean of Students it was decided to divide his former function by creating the separate positions of a Coordinator of Student Activities and a Manager of the Student Union who would report to the Associate Dean on an equal basis. In February Gerald Scanlon, Acting Coordinator of Student Activities and Assistant Director of the Student Union, was appointed Coordinator of Student Activities. In November Warren T. Grannan, formerly Director of the Faculty Club at the University of Rochester, New York, was appointed Manager.

The ten months of Student Union operation which have elapsed under this new arrangement has been a period of readjustment and re-evaluation. The practical workings of such a realignment are still in a state of resolve and are being assessed by all involved.

Program:

Mrs. Lois Frey, University Program Director and Miss Sheila McRevey, Student Union Program Advisor, performed outstandingly in the area of program. They have an excellent personal working relationship which carries over into their staff work and involvement with students, faculty and staff. The increasing workload which became apparent two years ago was glaringly evident this year. The position for a third program staff person was included in the 1968-69 budget and is badly needed.

Individual programs, major and minor, increased, involved more students, and were more successful, as well as more controversial, than in past years. Winter Carnival, for example, was smooth, sophisticated and ran without incident. D.V.P. became more imaginative and included two symposia in its overall program, one on Urban Renewal and the other on Communications Media.

Residence Halls, individually and as areas, became more involved in program. The Southwest Area, for example, held a successful major concert in the Cage.

Special notes and areas of study:

- Total Student Union Program requires evaluation in terms of needs, goals, structual arrangement, budgeting, justification for existence.

- Inadequate staffing and the pressure of individual programs pushing individual programs does not leave sufficient time for necessary and important evaluation of past programs.

- Due to increased overhead costs, i.e., fees to artists, printing, campus security, campus janitorial services, renting of equipment and labor costs etc., and the limited seating capacity of the Cage and the Student Union Ballroom; events have suffered financially to the degree that every major program, Winter Carnival, Homecoming etc., suffered financial losses and had to be underwritten. The only major concert escaping was that held by Southwest. One of the main reasons for this was the fact that the planning and execution of the event came at a time when Sheila McRevey was able to devote almost full attention to the program. It must be noted however that this one exception does not preclude financial loss on major concerts if staff people are able to devote sufficient time to a program. Economically speaking, the days of expected profit on a major program are past due to the cost of items mentioned above. Today the economic factor is not "expected profit", but the "break-even point", and it is, and will continue to be, an uphill battle.

Student Judiciary System:

While shortcomings exist, and aspects of application and operation must be resolved, the system on the whole has made great strides and is a credit to Student Life and the University. In the pangs of its establishment and growth it has, in this year, established the precedents of hearing and ruling on conflicts between the Student Senate and individual students; conflicts between an R.S.O. group and a member of that group; and has emerged as an "out of court" influence in resolving student and University problems.

The Student Judiciary System is so important to the well being of the University as a whole that it must be given assistance in at least two obvious areas; one, in daily coverage by the Collegian, and two, in the obtaining of permanent office space and hearing chambers.

Special attention must be called to a glaring lack in the total judicial system. In short, with the size of the student body, the number of felonious and criminal cases arising and the approved disposition of such, by the University, through student courts up to and including the Discipline Board which is partially composed of faculty, it is incumbent upon the University to provide for public defenders. It is recommended that the University appoint qualified faculty and/or staff persons to serve as public defenders for cases arising within the jurisdiction of the University. It is equally recommended that a public prosecutor be appointed to at least the Discipline Board and the General Court in an advisory capacity in order to balance the scales of equal justice.

Student Government:

This year the Student Senate was remarkably effective. Under the leadership of President James Collins senate legislation and acts, official and behind the scenes, were outstanding and a credit to Student Life and the University. Maturity, sophistication, doggedness, compromise, understanding, politicalness, etc. were never better evidenced than in this past year. The Student Senate grew in stature as did the faculty and administration. If it can ever be said, at any time, then this is the year to say that total education was effectuated. It is at least an auspicious beginning.

The Senate in building on this year's fine record is faced with two major problems, one, a restructing of the Senate in terms of Area government, and two, a clarification of the role of the Classes in Student Life.

Classes:

It would appear that next year the Classes will be established solely as social units. Their viability as political entities in Student Government has long been questioned and the Senate is expected to act in this area in 1968-69.

Communications:

The communications media have combined budgets of around $180,000. In 1968-69 this total will exceed $200,000. The work involved in producing the Daily Collegian, or a magazine, or working at the radio station consumes a great deal of student's time. These two factors warrant serious consideration of the need for a professional staff advisor to all media.

Student Automatic Service:

In June the office of Student Automatic Service was placed under the Coordinator of Student Activities. It is believed that such an arrangement will facilitate and more directly comply with the President's reasoning behind the creation of said office.

ANNUAL REPORT
Student Automatic Service
July 1, 1967 - June 30, 1968

1. Price Increase:

Due to cost increases in the wholesale, labor, and equipment categories, the retail price of pastry increased to 15-cents. Initial student opposition to this change subsided without appreciable reflection in the commission structure occurring.

2. Hillside Dairy:

Having entered into "receivership", Hillside Dairy, Inc. was purchased by Snow's Milk and Ice Cream Co. of Greenfield, July, 1967. The University's contract with Hillside Dairy was assigned to Snow's Dairy, thereby retaining the current commission rate (20%).

A claim for delinquent commissions ($2,822.86) was filed with and paid by Hillside Dairy's bonding firm -- National Grange Mutual Insurance Company -- August, 1967.

Nevertheless, the period of adjustment experienced by the advent of a new Vendor (Snow's Dairy) on campus represented a $2,820.09 decrease in commissions, July-December, 1967.

3. Student Employment:

Mr. Malcolm O'Sullivan was employed in February to conduct weekly vending machine surveys. Said employment totalled 127 hours, representing a gross expenditure, from the Student Automatic Service Fund, of $203.20.

A Sunday janitorial program within the Southwest High-Rise Residence Halls was initiated with fourteen student employees on February 4. Total student payroll paid, year ending June 30, 1968, from the General Maintenance Account (Code X-24), amounted to $618.27.

4. Additional Vending Machines:

There are 610 vending machines presently housed on campus, representing an increase of 83 machines over that of June 30, 1967. The opening of four new residence halls (MacKimmie, Patterson, Crampton, Prince) accounted for 50 new installations with the remaining 33 additions placed in existing residence halls and administrative buildings.

During the year ending June 30, 1968, 11 General Merchandisers (sandwich) were removed due to a lack of consumer demand and unsatisfactory quality control.

Five Chip machines were installed on a "trial basis" with a 5 per cent commission being returned to the University.

Six Hairdryers were installed on a "trial basis" and subsequently removed due to a lack of student demand.

5. Commission Report:

Total cumulative commissions received through April are $86,915.14 or an increase of $16,666.90 (24%) over 1967.

6. Estimated Net Income 1967-1968:

	Actual (1966-1967)	Estimated (1967-1968)	Difference
Gross Income	$90,217.57*	$95,500.00	+$5,282.43
Gross Expenses	20,662.06	17,500.00	- 3,162.06
Net Income	$69,555.51	$78,000.00	+$8,444.49

*Income Earned, 1965-1966, included in 1966-1967 total.

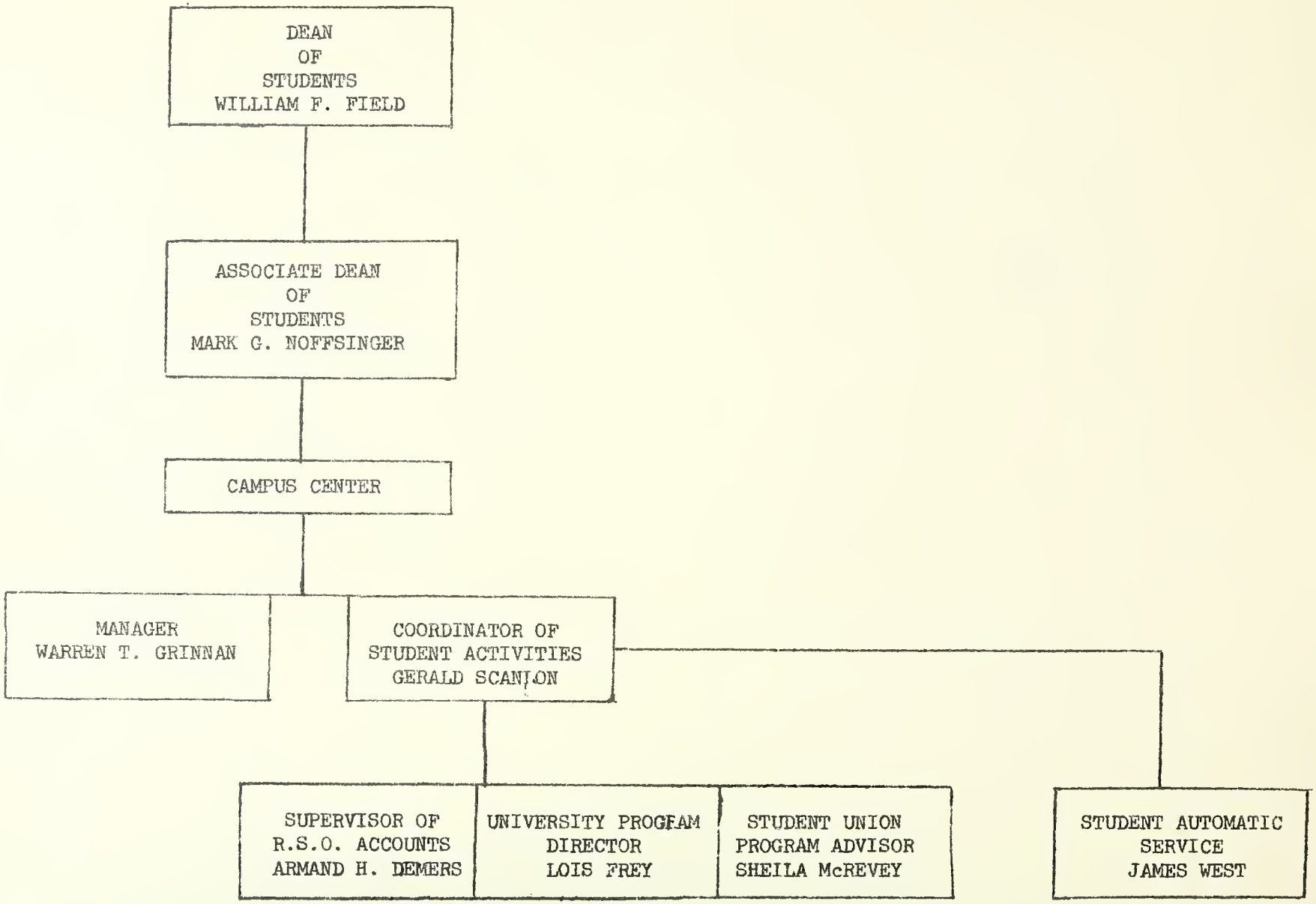
7. Vandalism and Theft:

Vending machines which were reported damaged through May, 1968, total 101, with a cumulative financial loss of $2,710.00. Such figures represent a marked increase in the occurrence of vandalism when compared with totals of the preceding years.

	Number of Damaged Machines	Financial Loss
7/1/65-6/30/66	72	$1,000
7/1/66-6/30/67	46	794
7/1/67-5/31/68	101	2,710

James West

James West


DEAN
OF
STUDENTS
WILLIAM F. FIELD
ASSOCIATE DEAN
OF
STUDENTS
MARK G. NOFFSINGER
CAMPUS CENTER
MANAGER
WARREN T. GRINNAN
COORDINATOR OF
STUDENT ACTIVITIES
GERALD SCANLON
SUPERVISOR OF
R.S.O. ACCOUNTS
ARMAND H. DEMERS
UNIVERSITY PROGRAM
DIRECTOR
LOIS FREY
STUDENT UNION
PROGRAM ADVISOR
SHEILA McREVEY
STUDENT AUTOMATIC
SERVICE
JAMES WEST

UNIVERSITY OF MASSACHUSETTS

Amherst, Massachusetts

A N N U A L R E P O R T

July 1, 1967 - June 30, 1968

William F. Field

Dean of Students

June, 1968

UNIVERSITY OF MASSACHUSETTS
Amherst

STUDENT PERSONNEL SERVICES
OFFICE OF THE DEAN OF STUDENTS

ANNUAL REPORT

July 1, 1967 to June 30, 1968

The reports of the individual operating agencies of the Student Personnel Services indicate in detail the ongoing activities of these services throughout the past year. The completion of the first year of operation in Whitmore Administration Building has demonstrated conclusively the benefits accruing to all in the assignment of sound and adequate operating space with inherently good functional relations for the services housed in this building. The improved coordination of Student Personnel Services and the economies achieved in staff time and effort within the building are of great significance and have certainly made possible satisfactory operations during the year when clerical staff has not increased in accord with enrollment and service growth.

The major reorganization of Student Personnel Services in the residence hall housing and student activities areas to place increasing stress in responsibility on decentralization within the residence areas and the concomitant assignment of increased responsibilities to the Area Coordinators has resulted in a significant improvement of services to students at the end of its first full academic year of operation. It seems clear that it is possible within an expanding campus to maintain a close student contact within this framework which permits flexibility as well as more immediate and less formal response to student needs. The assumption of leadership on the part of the Area Coordinators and the development of increasingly effective area programs has been the most significant single accomplishment throughout the past year and shows the greatest potential for further development within the year ahead. Relationships with student government throughout this year have been more effective and more productive than at any period I can recall. The Area Coordinators' contacts with student government within the houses have produced a rebirth of concern and attention to the grass roots basis of central student government, and have permitted the involvement of staff members early in matters relating to student life. As a consequence, a major portion of the improvement in overall relationships with central student government can be attributed indirectly to these contacts. A second factor of major significance in the extension and improvement of relationships with student government has come from the increased direct contact with student government of the offices of the President and the Provost. At a time when there is greater concern than ever before on the part of student government representatives to be involved with the broad spectrum of student life, including that of curriculum and educational experience, the openness of senior administrative offices to consideration of not only matters of student social life but of educational experience has aided greatly in establishing a climate of cooperation and mutual responsibility. The model established throughout the past year will certainly be one on which further growth can be based.

The long considered development of privately sponsored housing in a new location for the fraternities and sororities came to final action in the spring of the year. The current development of the overall site and individual lot layouts is proceeding rapidly and it is anticipated that the plans developed by several individual houses during the spring will result in the initiation of considerable new construction within the year. It is reasonable to expect that within the next two years all of the fraternity and sorority units now inadequately housed will be able to arrange for their relocation in the new Fraternity-Sorority Park.

Budgetary limitations during the past year, especially as they relate to the development of both professional and non-professional staff for the year 1968-69, remain discouraging. The continuing lack of adequate assignment of full-time clerical positions has placed an ever heavier responsibility on the part-time student employee in all offices and has extended the concomitant problems of adequately supervising large numbers of student employees in offices which ideally should be staffed entirely by full-time personnel. This has been especially true in offices such as the Registrar's where we are now dependent even for the most minimal service on thirty or more part-time student employees. While these employees are in many cases fine individuals and willing workers, it nevertheless places a prime record-keeping function in a situation where the maintenance of adequate control and service is extremely difficult.

The development of plans at the conclusion of the year for the assignment of a full-time person, Mr. William Starkweather, to a long run program for the review of current data systems throughout Student Personnel and for the development of systems and programs for these services in the years ahead will have some positive effect on the records problem. It is clear, however, that only through a consistent and systematic assignment of additional clerical personnel to the various offices will we be able to implement the new systems which are developed.

William F. Field

William F. Field
Dean of Students

.. APPROPRIATION

Account	Fiscal Year 1965-66	Fiscal Year 1966-67	Fiscal Year 1967-68
03 Services Non-employees	$ 1,826.00	$ 9,639.00	$ 3,477.00
06 Housekeeping Supplies	-	-	-
10 Travel	830.00	1,654.00	800.00
11 Printing	900.00	150.00	900.00
12 Repairs, Alterations, etc.	190.00	575.00	205.00
13 Special Supplies	2,450.00	1,800.00	2,090.00
14 Office and Administrative Expense	1,560.00	880.00	1,160.00
15 Equipment	373.00	913.00	398.00

2. PERSONNEL

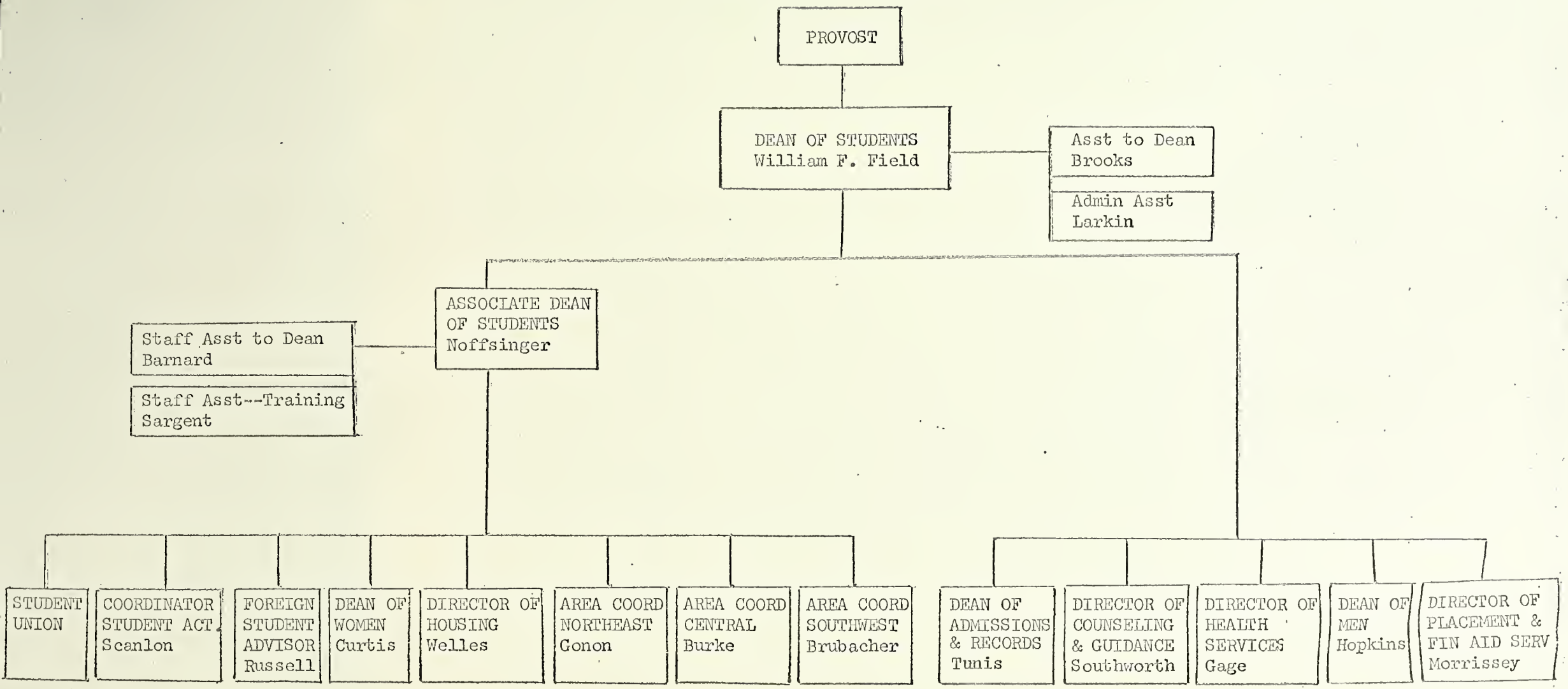
Position	Sept., 1965	Sept., 1966	Sept., 1967
Dean of Students	1	1	1
Staff Assistant	1	1	1
Head Clerk	1	1	1
Principal Clerk	-	1	1
Senior Clerk-Stenographer	1	-	-
Junior Clerk-Stenographer	-	1	1

3. ORGANIZATION

See Chart

UNIVERSITY OF MASSACHUSETTS/Amherst

STUDENT PERSONNEL SERVICES



The Commonwealth of Massachusetts
University of Massachusetts-Boston
100 Arlington Street, Boston 02116
TELEPHONE (617) 542-6500

June 30, 1968

Dean's Office
Medical School

TO: R. J. McCartney, Secretary

FROM: Lamar Soutter, M. D.
Dean, Medical School

SUBJECT: Report of the University of Massachusetts Medical School for the fiscal year ending June 30, 1968

****

1. Appropriation for the

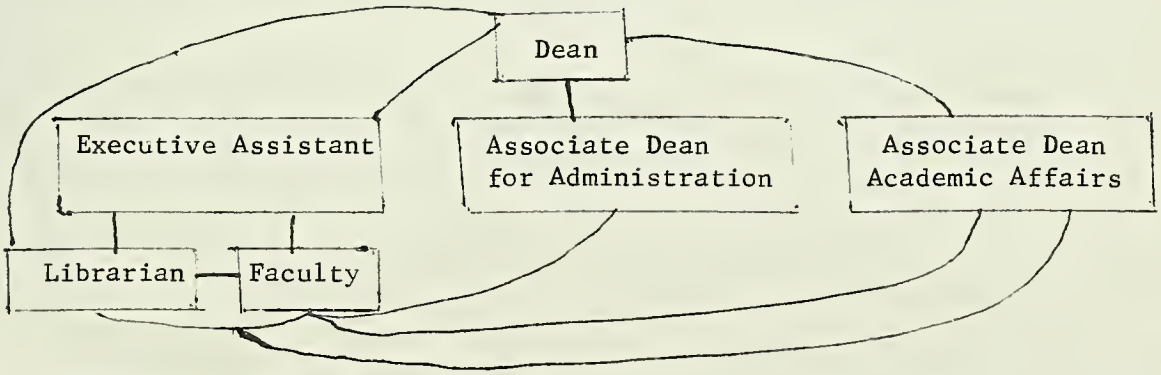
fiscal year	budget	capital outlay
1966	$106,000.	$ 230,000.
1967	143,368.12	45,000,000.
1968	262,500.	230,000.

2. Personnel -- September 1965
   Deans, one
   Executive Assistant, one
   Secretary, one

   September 1966
   Deans, one
   Executive Assistant, one
   Librarian, one
   Secretary, one

   September 1967
   Deans, two
   Engineer, one
   Librarian, one
   Secretaries, five
   Executive Assistant, one

3. Organizational Chart



4. Students or clintele served: Zero

(continued)

5. Faculty publications, research grants, research projects and other professional activities: None

6. Major accomplishments of your unit during the fiscal year 1967-1968:

   We succeeded in obtaining a grant of about $18,000,000 for construction of a medical science building.

7. Special projects or programs operated by your unit during period covered: None.

8. Future plans and needs:

   Buildings:
   1. A hospital costing $39,000,000.
   2. Housing for 1300 students
   3. A garage for 1000 cars
   4. An auditorium to hold 600 people

9. Personnel: 193 faculty, 1300 employees.

10. Equipment: Fixed) Included in the costs of the building
    Movable)

Respectfully submitted,

Lamar Soutter

Lamar Soutter, M. D.
Dean

LS:amf

Annual Report
Northeast Office of Student Affairs
1967 - 1968

This has been the first full year of operation of the Northeast Office of Student Affairs which opened in January 1967 in a basement apartment in Leach House staffed by an Area Coordinator with students on work-study serving part time, using student desks and chairs and a typewriter. A clerk was provided in May. The relocation of the student laundry to another area of the basement permitted the installation of two offices to accommodate an Assistant Area Coordinator, appointed in September, and a proposed Area Housing Officer.

The Northeast Area normally comprising thirteen residence halls (four in the Orchard Hill Residential College and nine in the North Quadrangle) was reduced to twelve halls with Lewis House closed in September for renovations. Twelve Heads of Residence, twelve Graduare Assistants and one hundred three student Counselors shared direct responsibility within the residence halls for serving approximately twenty-four hundred students.

This year emphasis was placed on the development of student responsibility for implementing viable house governments with involvement of residents in decision making. The staff in the residence halls were encouraged to be supportive of house government in an advisory capacity.

There were great variations in the effectiveness of house governments. These variations were attributable not only to the relative degree of commitment and the leadership of the officers but to the climate which the Head of Residence and counselors provided in encouraging growth and involvment. Where counselors and representatives of residence hall government worked out relationships, they reduced the dichotomy between them and worked together to achieve desirable ends. The laissez-faire or the over-zealous Heads of Residence and counselors, bent on "running" a good house were less successful in encouraging student involvment than those who respected student initiative and gave them their encouragement and support. The key to success in individual houses has been attributable to the sensitivity of staff members to their role as advisors without dominating, and to their recognition that peer control with wise guidance contributes to student growth in responsible citizenship.

Progress has been made this year in developing viable Judiciary systems at the residence hall level though much still needs to be done to clarify procedures. Conferences sponsored by the Student Senate were unfortunately poorly attended. More constructive in interpreting the Judicial code has been the Northeast Assistant Area Coordinator working closely with the Chief Justices at the house level, and with the Chief Justice of the Area Judiciary who has used our still unassigned office as a base of operations. A proposed Judiciary Handbook will do much to clarify and standardize procedures.

In general, the staff members in the residence halls in the area seem to have achieved harmonious relationships with elected officers and committee When communication between them has been lacking, problems have been aired and responsibilities have been clarified. The participation of officers in the screening of counselor-applicants for next year has contributed to a bett understanding of the role of the counselors.

In two of the men's residence halls in the Northeast Area the dichotomy between government and counselors has not been resolved. In some instances, individual counselors, bewailing their lack of power, have assumed a laissez faire attitude and have lost the respect of their corridors by going along "with the gang." Others have lost heart when officers or committee chairmen have failed to meet their responsibilities or have themselves encouraged civ disobedience. Others were able to learn to advise without dominating.

The Head of Residence seems to be the one person who can serve as the catalyst in bringing about effective house government with the enthusiastic support of the counselors. Two women's houses in which house government la year never really got off the ground, have, with different heads of residen dramatically illustrated the importance of the Heads of Residence. Mrs. Day in her "Year in Review" describes the feelings of helplessness of the couns on the one hand, floundering in their undefined roles as advisors, and the f ings of the Executive Board members on the other hand, protecting their righ to self-government. A joint meeting of counselors and executive board membe provided a release from pent-up feeling. "Somehow everyone knew that things could begin moving now." She adds, "The government managed the house and th counselors supported the government, not only in the planning and working, b more inportantly by encouraging their individual corridors to participate actively." When again in March apathy seemed to pervade the residence hall, with committee members leaving the work up to the chairmen, the officers were encouraged to rekindle the interest of the residence hall members to partici pate actively. A problem-solving meeting was called and real changes were proposed to be put into action in September. Election of officers held in April for next year were actively contested with nomination forms and a "get to know your candidate" hour. There were two names on the ballot for president with two write-in candidates as well. This was in contrast to un contested elections in September when one "volunteer" was persuaded to run for each office.

The Head of Residence transferred to Mary Lyon from Lewis discovered a house "that had not turned completely to the democratic form of government even though it had a good constitution. The Executive Board had never met and there was little communication between the different committees." The President of the house accepted the suggestion that she would find Executive Board meetings a good way to share problems and discuss ways and means.

Informal coffee breaks in her office for one individual corridor a wee were one of the ways Mrs. Cumming got to know the students in the Hall on an informal basis. Believing as she does in peer control with harmonious relati ships between staff and house government, it is no surprise that the preside committee chairmen seek her out to discuss house affairs and ways and means

When chairmen become discouraged because their committee members do not follow through, she helps them to involve their committees to a greater degree. With eighty-five students active on various committees, Mrs. Cumming continues in the tradition established in Lewis to foster student involvment and commitment.

Damages to University property have been minimal in the women's residence halls in the Northeast Area, and these as well as the losses, may not be attributable to the residents of the house. The two men's residences in which most of the damages have occurred have not yet to develop a viable house government with the Heads of Residence and counselors playing a consultative role.

Most of the Heads of Residence used their year-end evaluations to examine the areas of strength and of weakness in house government and in staff relationships from which to build for another year. Those who are retiring from the University as Heads of Residence (Mrs. deKerpely, Mrs. Ryan, Mrs. Field, and Mrs. Rich) will leave for their successors a record of areas needing their constructive attention.

Though many more observations could be cited, perhaps Mrs. deKerpely sums up most succinctly the educative roles of the Head of Residence. "Occassionally organization has broken down, but on each of these occassions a lesson has been learned. The teaching of responsibility is a slow and frustrating process and sometimes involves the sacrifice of one's natural pride in having things go well to the more important issue of demonstrating the painful consequences of failure on the part of Committee Members to follow through on assignments. Students have great difficulty in accepting the hard fact that 'freedom' is not for free, but has to be paid for in terms of responsibility. However, in a year fraught with tension and unrest, the residents of Eugene Field House have remained creditably calm and contented and have shown their appreciation of a House Government and a Counselor staff and a Head of Residence and Faculty Fellows and Faculty Residents who have all directed their efforts towards making Eugene Field House a pleasant place in which to live by doing nothing destructive (other than the usual and often unintentional violation of quiet hours, and such relatively minor offences against community living) to this aim, and in many cases contributing to it."

Mrs. deKerpely makes a distinction between the greater willingness of students to take personal responsibility than communal responsibility and comments: "The weakness of the system lies in the natural reluctance of a resident to 'turn in' her peers without the moral support, or excuse, of being as were the Counselors in a similar position, appointed and paid by the Administration, to uphold the regulations. This requires a greater degree of moral courage and a higher sense of communal responsibility than most students other than Seniors possess. (Not all Seniors possess it, but the very fact of being Seniors gives them a certain amount of immunity. They are less dependent upon the friendship and good will of their fellow students, less anxious to be 'one of the gang'.")

Certainly our counselors need help in recognizing their communal responsibility above and beyond what can be expected of their peers. They too want the good will and the friendship of their fellow students. Once achieved, how can they keep it without becoming "one of the gang"? How can they avoid the identification of being a stooge of the Establishment? That is their dilemma. The laissez-faire posture which prevailed last year as house governments got under way has evolved this year toward greater cooperation and mutual supportiveness between house governments and counselors even in those houses in which they had a long way to go to achieve this.

Much still needs to be done. Much will continue to need doing as the leadership changes each year, as student attitudes are effected by local, national, and international pressures and anxieties, as students protest in order to effect change.

The right to dissent is part of our national heritage. The effectiveness of dissent through due process was demonstrated in the Northeast Area. The residents of the North Quadrangle secured signatures on a petition opposing the construction of high-rise residence hallswithin the Quadrangle. They gave reasons for the opposition backed up by a study of the effects of high-density living and its impersonalization on students in the Southwest, they enlisted the support of the Student Senate, the Faculty Senate and of a subcommittee of the Board of Trustees. Trustee action to postpone the construction of a residence hall within the Quadrangle and to build instead a complex on the north side of Eastman Lane east of the tennis courts is a tribute to the manner in which the President's Council in the Quadrangle, with the wise guidance of the Assistant Area Coordinator, demonstrated that students had communal responsibility and that the voice of reason should be heard. The students learned from this, the faculty and administration learned from this, and the Trustees learned from this. It is to be hoped that the Planning Board too will have learned from this that students should be taken early into their planning.

As residence halls achieve greater autonomy next year and as relationships develop within residence halls in their own unique ways, more than ever there appears to be need for counselor-training at the residence hall level with a consultant for each house. Certainly this was the unanimous feeling of the Heads of Residence in the Northeast Area who reflected the consensus of their counselors. To avoid the feeling of being an in-group, members of government or preceptors or faculty fellows where they pertain, might be invited to participate.

We have discussed autonomy on the one hand and decentralization on the other, yet we have a long was to go before we achieve decentralization of student government. The divorcement of Area Coordinators from any real dialogue with Student Senate officers, the sensitivity of student leaders in the Senate as to where the administrative power lies, administrative expectation that Area Coordinators are there to avoid or to put out fires, our greater identification with the Judicial and not with the Senate legislative body can easily cast Area Offices of Student Affairs in the roles of officers who are mainly concerned with administrative matters and with assessment of damages.

Until the dichotomy between Student Personnel, the Treasurer's office, Maintenance, and Security are resolved, as well as the relationship of the Housing office to all of them, each of these offices will continue to be schizoid. The Heads of Residence looking for clear directives from the Area Coordinators to whom they are responsible can get no straight answers, yet the Heads of Residence are on the front line of fire. The Area Coordinators who look to their superior can only share in his frustrations because he can get no straight answers. I have no doubt that the Provost and the President are similarly frustrated. Who has a clear mandate?

I have no easy answers. My decisions to retire is essentially a recognition that the differences are not likely to be resolved within the near future unless reason tempers the emotions and there is a resolute determination to solve problems at the highest levels.

We believe in the potential for growth for students through their assumption of responsibility and we are patient with their efforts which fall short of perfection. We help them to learn from their failures. Faculty members are dedicated at some risk of advancement in their careers to carrying on a dialogue with students, to help them to learn what a University is all about. The Faculty Senate is taking on greater responsibilities in making its voice heard. In the meantime, because administrators are running scared and looking for solutions to restore respect for public order, emotions take over where reason should prevail.

In the midst of present social unrest, I have no intention of becoming disengaged. I like to think that at my present venerable age, I may have some contribution to make in the adult community of the valley of which I intend to be a part.

I shall pray for the growth in stature of the University, with trepedition in recognition of its great potential and its need, before it is too late, of its best minds and hearts, at all levels (students, faculty, and administrators) working together without devisiveness or thought of personal aggrandizement, toward making this a true and great University.

Respectfully submitted,

Estelle Jones

July 10, 1968

ANNUAL REPORT

SOUTHWEST OFFICE OF STUDENT AFFAIRS

1967-1968

Paul W. Brubacher
Southwest Area Coordinator
June 10, 1968

In the fall of 1967, the Southwest Residential College opened four new residence halls, bringing the student population of the Area to 4600. Our first major job was an educative one: to make known to Southwest students that there was an Area Dean of Students Office located in John F. Kennedy Tower which provided the traditional Dean of Students functions on a decentralized basis. By the end of the year, this process of education appeared quite successful.

STAFF

For the 23 Southwest residence halls, eight new Heads of Residence or Residence Directors were hired for the 1967-1968 academic year to accompany 15 returning veterans; of these 23, 15 were professional Heads of Residence and 8 were graduate student Residence Directors. Complementing this staff were 23 Graduate Assistants and 145 Counselors.

Our Student Personnel Staff consisted of an Area Coordinator, an Assistant Area Coordinator, and an Assistant Director of Housing (in the second semester, this officer became an Assistant Area Coordinator but his major responsibilities remained in the housing area). Supplementing this permanent staff each semester was a part-time guidance counselor from the Counseling Center, an intern from the United Christian Foundation, and a School of Education graduate intern during the second semester.

A comprehensive training program was developed by the Director of Staff Training for all Southwest staff members. Heads of Residence were divided into three training groups: two groups which participated in "sensitivity training" and a third which

pursued a more didactic approach. Counselors and Graduate Assistants were also assigned to "sensitivity training" groups. These groups had varying success and it is hoped that next year staff training will be more uniform in effectiveness.

In addition to participation in training groups, each Head of Residence and Residence Director worked on a "task force" project aimed at better defining the goals of student personnel at the University.

In line with the objectives of democratic decision-making, a Southwest Personnel Committee, made up of four Area Heads of Residence, was elected by the professional staff to serve as an advisory group to the Area Coordinator. This Committee was very helpful in such tasks as rewriting the Head of Residence contract, hiring new Heads of Residence, and, in one instance, reviewing the desirability of rehiring one staff member.

EVENTS

Our experience with a part-time guidance counselor in the Area office became successful during the second semester of the year. The people occupying this position had some difficulty making their services known to students but after meeting with Heads of Residence and counselor groups in the Area, the guidance counselor's student clientele increased to the point where we have seen fit to hire a full-time staff member to occupy this position next year.

Having a member of the United Christian Foundation physically located in the Area has also proved beneficial once his services became better known to staff and students in the Area. He became closely involved in personal counseling and in organizing

student discussion groups.

Our graduate student intern was given various projects to perform and, toward the end of his stay, he became involved in some counseling situations. He reported that he learned a great deal from his experience although I felt I did not have adequate time to discuss issues with him and to render meaningful supervision.

At the start of the year, there were two functioning student government bodies in the Southwest: the President's Forum and the Southwest Forum. Both of these organizations were relatively unsuccessful because of a certain degree of apathy and because of a sense of powerlessness since both were recommending bodies rather than legislative groups. As the year progressed, many members of these two groups became interested in the notion of forming a legislative body for the Southwest and after ratification by all but two houses in the Area, the constitution for a Southwest Assembly was approved and subsequently passed by the Student Senate. It is hoped that next year this Assembly will provide effective Area student government.

House governments operated with varied effectiveness. At the start of the year, we encouraged staff to perceive the operation of a house as a tripartite community wherein the Head of Residence, Counselors, and student government cooperated closely. Seldom did this cooperative arrangement work out as expected but many houses made a good start at it. The first major task given to house governments was the policing of inappropriate window signs but it became evident very quickly that house officers did not

want to act in a repressive manner and more often than not it was left up to staff to take action with respect to inappropriate signs. The reluctance of individual houses to deal directly with the "sign problem" points to a more general problem in the administration of residence halls; that is, who handles the control or discipline function in residence halls? We encourage counselors to be primarily "counselors" and we encourage student government, and in fact all students, to deal with disciplinary problems. However, students are loathe to report their peers and house government officers, elected by other students, are reluctant to serve in a disciplinary role. Bridging this gap between Counselors and house government with respect to discipline remains one of our most difficult problems.

Southwest student judiciaries have functioned reasonably well. Staff members have worked very closely with house judiciaries in developing procedures which insure their effective operation. In addition, the Area Coordinator staff and the Area Judiciary (which did an excellent job all year) held two general judiciary meetings for all house boards to establish standard operating procedures and to talk through mutual problems.

Faculty Fellow programs had varied success in Southwest residence halls; there tended to be greater success in women's houses. It was our experience that students often rejected anything called a "program" and preferred more casual invitations of faculty on an irregular basis.

A new residence hall staff position was created this year - that of Graduate Assistant. The position was largely unstructured although each Head of Residence tried to assign duties which

accented the particular skills of each Graduate Assistant; Some served primarily as "counselors"; others worked mainly with faculty fellow programs; and still others were generalists. Our experience indicated that in many instances the Graduate Assistant had difficulty merging with an already established staff of undergraduate counselors where often a Head Counselor was designated to perform many of the tasks which might have been assigned to the Graduate Assistant. This problem should be alleviated next year by offering each house a choice of having either a Head Counselor or a Graduate Assistant, depending on the needs and traditions of a specific house.

TRENDS AND DEVELOPMENTS

The single most important trend in Southwest is an increasing differentiation of houses. During this year, one house had a faculty member living in the Head of Residence apartment while the Residence Director lived on a student floor. Although this scheme did not appear to change the nature of the house appreciably during the first semester, the faculty member became closely involved with students during the second semester to the extent that members of the house very much wanted to continue the arrangement next year. Because of this success, we have provided a live-in faculty member for a second house next year. In another house, students, staff, and faculty fellows all combined to submit a proposal for developing a "responsible" house which, in effect, would provide a situation where our ideal form of student self-government would operate. If this experiment is a success, it might be possible to decrease staff in the house commensurate with the ability of the house government to deal with discipline, damage,

and other forms of dysfunctional behavior in the house. A third type of house will be that provided for the Project #10 pilot program. In half of two houses, freshmen students will take part in a truly "residential college" program. In the other half of these two houses, primarily honors students will live. A fourth type of housing will be provided in Cance House (Building N) in which a number of small interest groups will live.

We hope to encourage further differentiation of houses in coming years. Together with the Master's Staff, we hope to develop a Master Plan for Southwest in which ideas for further differentiation and growth can be described.

A second major trend has resulted from a growing frustration with the increasing size of the Southwest Area. This year we have had 23 houses and next year we will have three additional houses. We felt that one Area Coordinator and one Assistant Area Coordinator could not work effectively with 23 houses much less 26 houses next year. Therefore, we tentatively divided the Area into three parts this year and the above individuals plus the Housing Assistant (now Assistant Area Coordinator) each took a group of houses to coordinate closely. With another Assistant hired for next year, the 26 houses will be broken down into four groupings, each with a primary contact person on the Area Coordinator staff. To go along with this plan, the new Southwest Master intends to appoint four Associate Masters, one for each of the four groups of houses. We hope this will provide for much closer contact between the Area Coordinator's staff, the Master's Staff, individual house staffs, and house governments.

A third development of great merit is the approval of a Southwest Area Assembly wich will convene for the first time next fall. As indicated previously, this Assembly will provide Southwest with a legislative body to develop Area programs, deal with inter-house problems, and possibly assist with the implementation of the new Open House policy.

PROBLEMS AND RECOMMENDATIONS

Our outstanding problem this year has been damage control. The best way to cope with this problem is to work toward attitude change in our students and, although this is a slow process, our staff works hard at it. We feel it is important to work at this problem on other levels as well. For instance, a better damage reporting system must be developed; once damage is reported, ways must be found to assign costs more effectively and insure that damage is repaired within a reasonable amount of time. Some of these problems can be solved by our staff but we also must have better cooperation from other campus support agencies. One recommendation to aid this process would be to assign a small maintenance crew to the Area which would report to the Area Coordinator for work assignments. A more comprehensive suggestion would be to assign a Business Manager to the Area who could coordinate Area maintenance, custodial services, damage reporting, cost assignments, billing, and assignment of work details.

A second problem concerns the fact that as our staff necessarily proliferates, it is becoming increasing difficult to provide centralized office space for the staff. It seems logical that student personnel services for the Area should be centrally located but in no one building are there more than four offices. Add to this

the fact that there should be close coordination with the Master's Staff (which is aided by close physical proximity) and we have a serious problem. What might be recommended for the future is placing all Student Personnel and Master's Staff offices on a small student floor in one of the Southwest residence halls.

CONCLUSION

It has been a very busy year, one with many problems and frustrations but one with some encouraging trends. We look forward to next year when we hope to develop closer relationships with individual residence halls and a closer coordination with the Master's Staff; we look forward with great anticipation to the development of our Area Assembly, to the "responsible" house, and to the Project #10 pilot program; and we welcome the challenge provided by the new Open House policy which should give us a greater opportunity to assist in the growth of responsible student government.

OFFICE OF STUDENT AFFAIRS
CENTRAL RESIDENCE AREA
BAKER HOUSE
UNIVERSITY OF MASSACHUSETTS
AMHERST

ANNUAL REPORT
JULY 1967 TO JUNE 1968

JAMES J. BURKE
AREA COORDINATOR

INTRODUCTION

This report is a summary of the activities of the Baker Office of Student Affairs and the Central Residence Area having completed a full year of operation as an Area identity.

I. Personnel:

A. Baker Office

1. Area Coordinator - James J. Burke
2. Assistant Area Coordinator - John A. Messenger
3. Junior Clerk Stenographer - Sharon Miller
   a. Work Study - Office Assistant - Mary Mackin
   b. Work Study - Office Assistant - Janice Tiberi

B. Residence Units

1.	Baker House	- Raymond Bender - Graduate Assistant - 12 Counselors
2.	Brett House	- Mrs. Frances Nutter - Graduate Assistant - 9 Counselors
3.	Brooks House	- Mrs. Lucy Messer - 6 Counselors
4.	Butterfield House	- Mrs. Myree Richmond - Graduate Assistant - 7 Counselors
5.	Chadbourne House	- Mrs. Anna French - Graduate Assistant - 6 Counselors
6.	Gorman House	- Mrs. Eugenia Hale - Graduate Assistant - 13 Counselors
7.	Greenough House	- Martin Barroll - 6 Counselors
8.	Hills North	- Mrs. Grace Glass - Graduate Assistant - 8 Counselors
9.	Hills South	- Mrs. Gladys Williams - Graduate Assistant - 8 Counselors

10. Mills House
    - Loren Farmer
    - Graduate Assistant
    - 6 Counselors

11. Van Meter North
    - Mrs. Elaine Grennan
    - Graduate Assistant
    - 10 Counselors

12. Van Meter South
    - Mrs. Arlynn Gurwitz
    - Graduate Assistant
    - 10 Counselors

13. Wheeler House
    - Mrs. Emily Raymond
    - 7 Counselors

C. Personnel Changes

1. Martin Barroll - Residence Director
   Termination of Appointment
   June 1, 1968

2. Loren Farmer - Residence Director
   Termination of Appointment
   June 1, 1968

3. Arlynn Gurwitz - Head of Residence
   Resigned

4. Eugenia Hale - Head of Residence
   Retired

5. Lucy Messer - Head of Residence
   Resigned

6. Emily Raymond - Head of Residence
   Retired

II. Area Activities:

A. Governmental - Programming

The Fall semester was devoted to the creation of Area-wide organizational constructs to facilitate the liaison possibilities between the Coordinator and representatives of the several residence governments. Two such organizations evolved from these efforts and appear solidly established for the future:

1. Central Area Presidents Council

The Council received the participation of a majority of residence hall Presidents throughout the year. Participation and dedication by the Presidents represented a highly encouraging sign in the development of Area autonomy.

The weekly meetings of this group stimulated significant dialogue among several house units, while providing an excellent opportunity for the communication of mutual concern between student representatives and student personnel staff.

Specific examples of the validity of this organization can be illustrated by the following items of agenda:

a. Housing Problems - Mr. Michael West as our guest several times.

b. R.S.O. Procedures - Messrs. Scanlon and Demers as guests.

c. Vending Services - Mr. James West as our guest.

d. Sub-committee liaison with South Commons manager.

e. Design and collation of a questionnaire regarding Open House policies for all residents (nearly 1500 returns).

f. Conducted three coffee-hours to discuss the Open House issue with nearly forty members of the Faculty Senate.

g. Rent Increase Proposal - meetings with several members of the Administration, Student Senate and representation at meetings with the Board of Trustees.

h. House Presidents served as the primary link in the investigation of, and billing for, damage in residence halls.

One future activity of this organization must be its incorporation into the Student Government Association in the Fall. A constitution has not yet been developed.

2. Central Area Coordinating Committee (CACC) is an Area-wide organization of the social chairman of each of the residence units. The organization was created and advised by Mr. John Messenger with the assistance of Mr. Raymond Bender.

The goal of this organization was to provide a coordinating vehicle for the promotion of social as well as co-curricular activities for the benefit of the entire Central

Area. In addition, this group served to promote cooperation and communication between single residence units within the Area.

One important function of this group was to sponsor certain activities which, by their nature, appealed to such a limited number of residents in an individual hall that Area-wide availability was encouraged so that such events would receive adequate support.

One of the most significant accomplishments of the CACC was the establishment of a weekly newspaper, The Central Voice, which published 20 editions, plus special editions during the past year. The diligence of a small group of students, coupled with the advice and cooperation of the Area Coordinator's office, have established this publication as a vital communication link to Area residence units. We look forward to further development of this publication in both student participation and financial support.

With the extensive utilization of Cultural Enrichment funds coupled with support from individual residence halls, the CACC was able to sponsor a number of note-worthy programs and activities. Even though these activities (concert-dance, car rallies, a variety show, etc.) were essentially social in nature, we feel that their success provided the stimulus and enthusiasm for the group to pursue a more diversified program during the second semester. Evidence of this was apparent in the sponsoring of a visitation program for a number of Upward Bound students to the campus during the second semester. We look forward to even further diversification during the coming year.

The lack of immediate financial resources will serve as a hindrance to the future development of Area programming. Therefore, we recommend that serious consideration be given to the requests for greater expenditures within this area.

III. Baker Office:

The following will serve as a brief summary of the activities of the Baker Office of Student Affairs.

A. June 1967 through September 1967 was devoted to the compilation, writing and editing of all materials now incorporated in the Residence Hall Staff Manual. This publication is of a flexible design so as to provide for continual updating and the addition of supplementary material.

B. The office provided individual counsel to a large number of resident students throughout the year.

C. Extensive work was done during the second semester by Mr. Messenger in the creation and implementation of a program of damage assessment within residence units. This procedure is, to date, less than satisfactory and will require additional dialogue between this division and the Maintenance and Custodial departments in the coming year.

IV. Professional Activities:

A. Consultation

1. Mr. Burke was invited to address a graduate class at Springfield College during the second semester.

2. Mr. Messenger has engaged in several activities in the Upward Bound Program including a trip to Montreal, Canada for the entire group.

B. Conventions and Meetings

1. S.W.A.P. Conference, October 27 - 29, in Vermont J. J. Burke

2. N.A.S.P.A. (Eastern Regional Meeting), October 31 - November 1 in Worcester, Mass. J. J. Burke

3. A.P.G.A. (Eastern Regional Meeting), November 19 - 20, in Boston, Mass. J. J. Burke

4. A.P.G.A. (National Convention), April 7 - 11, in Detroit, Michigan J. J. Burke

V. General Summary of Accomplishments:

A. Considerable effort has been expended in an attempt to consolidate the Central Residence Area and to achieve a sense of Area identity.

B. Individual residence hall government improved significantly in a majority of residence halls during the past year. There are, however, certain units which will require special effort in the coming year. Chances for success in this endeavor would appear to be enhanced by virtue of several changes in personnel in the residence hall level.

C. The judicial bodies in residence halls have clearly demonstrated their validity, although this program seems in need of consistent attention. Our success to date in particular residence halls, such as, Brett House, Van Meter North, Van Meter South, and Baker House, make the program most encouraging as an effective means of environmental engineering.

D. The establishment of the Area Coordinator's office as a prime locator point for all resident students has been efficiently accomplished by an excellent and competent secretarial complement. There remains significant difficulty in solving the problem of inter-Area transfer of student records.

VI. Future Plans And Needs:

A. Personnel

1. With the proposed addition of Housing-Business functions to the Area offices, it becomes important to increase clerical help in proportion to the increased work load.

2. Area-based personnel responsible for attending to requirements in the realm of custodial service and physical plant should be a major consideration for the near future.

3. I believe that the complement of professional staff in any Area office should not be allowed to fall below two full-time people. The necessity to provide professional staff coverage in the office is of utmost importance.

4. The utilization of part-time graduate student help within the Area, especially in the evenings, could be a valuable addition to our service. This would also provide significant practical experience to young people seeking positions in the realm of higher education, administration, or counseling.

B. Programming

1. Government

The Presidents Council has as its task in the coming year to establish itself within the Student Government Association as a legitimate legislative body for the Area. Once this has been accomplished, we would endeavor to make this the legitimate decision-making group for many issues currently administered by either the Student Senate or the administration; decisions relating to such issues as remodeling plans for residence halls, supervision of residence hall governments and requests for individual regulation waivers (parking privileges, housing waivers, etc.) should be handled at the Area level.

2. Judiciary

There must be concerted effort to clear up administrative lines of reporting between residence hall judiciaries, Area judiciary, and the administration. The lack of definition of these procedures has created considerable confusion in the past and should be remedied prior to the beginning of the Fall semester. In addition to reporting lines, the actual methods of reporting (that is to say report forms and information desired) warrant a thorough review.

The requirements for the operation of residence judicial activities have been made relatively complex by virtue of the strict adherence to rules of evidence as required by appellant judicial bodies. Specifically, the decision of a residence judicial body must be presented in writing in such a way so that it might withstand the rigorous "cross examination" of an appeal board. The direction which we might take for another year in this regard is wholly dependent upon the results of any evaluation which might be made. If we are to continue with practices as required this year, we foresee considerable work necessary with individual residence judiciaries in instructing them in the methods of writing a legal brief as opposed to a simple summary of a judicial case.

Finally in this matter, we must clearly establish the line of responsibility for the supervision of residence judicial bodies so that a program of training for new judiciary members will be attended to by either the parent judicial groups or administrative personnel.

3. House Council
We would seek to further the goal of house autonomy by continually shifting responsibility to the House Council. Ultimately, we would seek to establish the House Council as the sole controlling agent for the residence hall to include responsibilities on a broad continuum from social programming to the maintenance and operation of the unit. We would like to work next year to create, at least on a pilot basis, a completely student-run residence unit, including all maintenance services.

By utilizing contacts already established via the Presidents Council and the CACC, we would hope to promote greater co-educational cooperation among residence units to extend to more formal interaction between the Central Residence Area and the Northeast Residence Area.

4. Faculty Association
The involvement of faculty members in the non-residential college residence halls can be developed along lines which are significantly different in nature than those currently practiced in our two residential college programs. Traditionally, individual residence units have invited faculty and administrative staff to the halls on a specific program basis. We would seek in the future to enhance the utilization of the faculty and staff in residence hall programming by serving to identify available and interested faculty members while continually promoting such programming with

individual units. Such programming can be promoted initially by simply encouraging the residence units to act as sponsors in the event that hearings, discussions, or seminars are to be conducted by various academic departments, such as the University College Plan or the Cook Report.

5. Facilities
The Area is in constant need of adequate physical facilities to facilitate programming as well as general student services. Two plans are under current consideration and their eventual realization could provide significant acceleration to the development of the Central Area.

First, the proposal to convert Greenough House to non-residential use would provide remedies for a number of current problems. Given this facility which already provides for an Area food service, we could centralize the total Student Affairs program for the Area. Briefly, this building could provide space for the Area Coordinator's offices, student government office and meeting space, as well as numerous spaces for study and recreation. This plan deserves much greater detailed explanation at some future time.

Secondly, there has been a proposal generated by the Library some two years ago to convert the now unused cafeteria in Butterfield House to a branch library. It has been our understanding that this plan has been stalled by a lack of the necessary monies within the Library budget. We believe this facility to be of tremendous significance to the residents of the Central Area, and we are looking forward to its becoming a reality.

6. Equipment
The efficiency of our services would be enhanced by the addition of certain office equipment.

The responsibility for maintaining personnel files for some 2600 residents coupled with the necessity for our maintaining proper communication with other University agencies make some sort of photo-copying unit highly desirable.

The increased participation by the Area office in staff training at various levels would be enhanced by the aquisition of at least one tape recorder for the office.

VII. Finances:

The current program which allows Cultural Enrichment funds to be distributed to the Area Coordinator for use within the Area has been one of the important features of our program during the past year.

A major source of expenditure from this Fund has been allocated to the production of our weekly newspaper, The Central Voice. It is our intention for the coming year to submit a detailed request for such funds deemed necessary for this project. It is our hope that it will become a separate entity under separate financial backing by the Fall of 1968.

UNIVERSITY OF MASSACHUSETTS
AMHERST, MASSACHUSETTS
OFFICE OF THE FOREIGN STUDENT ADVISER

MEMORANDUM

From: Mrs. Evelyn H. Russell, Foreign Student Adviser Date: June 13, 1968
To: Dr. Mark G. Noffsinger, Associate Dean of Students
Subject: Annual Report: July 1, 1967 to June 30, 1968

1. APPROPRIATIONS FOR FISCAL YEAR:

Year	Activity	Source	Amount
1963-64	Foreign Student Reception	Student Senate	$ 100.00
1964-65	Foreign Student Reception	Student Senate	100.00
1965-66	Foreign Student Reception	Student Senate	125.00
	Student Clerical Help	Graduate School	2500.00
1966-67	Foreign Student Reception	Student Senate	125.00
	Foreign Student Loan Fund	Student Senate	700.00
	Student Clerical Help	Graduate School	950.25
	Student Clerical Help	03 Funds - F-29	1829.11
1967-68	Foreign Student Reception	Student Senate	125.00
	Foreign Student Loan Fund	Student Senate	700.00
	Student Clerical Help	03 Funds - F-29	3000.00
	Travel	#10 Account -F-29	100.00

2. PERSONNEL:

1963-64 One professor, acting half-time.
1964-65 One Staff Assistant, hired for half-time and acting full-time.
1965-66 One Staff Assistant, acting full-time.
1966-67 One Staff Assistant, acting full-time.
1967-68 One Staff Assistant, acting full-time.

3. ORGANIZATION:

July 1, 1967 - December 11, 1967 Reported to Director of Housing as immediate superior.
December 11, 1967 - June 30, 1968 Reported to Associate Dean of Students as immediate superior.

4. STUDENTS AND CLIENTELE SERVED:

See attached charts.

RESEARCH:

a) Continued collecting data relating to type of English proficiency certification offered for entrance requirements, including TOEFL scores, American Embassy certification, ALIGU test scores and personal references in an attempt to correlate these data with subsequent academic performance.
b) Cooperated extensively with Mrs. Burn in her study of all aspects of foreign students and international exchange programs at the University of Massachusetts.

. & 7. ACCOMPLISHMENTS AND SPECIAL PROGRAMS:

a) Functioned in an advisory capacity by attempting to coordinate all necessary aspects of international education exchange at the University of Massachusetts.
b) Acted as official University of Massachusetts contact with:
   i. Department of State:
      Administered the Exchange Visitor's Program #P-I-157. (See attached sheet.)
   ii. Department of Justice, Immigration & Naturalization Service.
   iii. Institute of International Education (18 students).
   iv. African-American Institute and African Scholarship Program of American Universities.
      The University sponsored:
      One undergraduate (ASPAU) student from Cameroon in Public Health.
      One graduate (AFGRAD) student from Nigeria in Botany.
   v. National Association for Foreign Student Affairs (NAFSA).
c) Coordinated with Admissions:
   i. Processed all foreign graduate students' applications accepted by departments and Graduate School.
   ii. Issued appropriate immigration forms for all foreign students (graduate and undergraduate).
d) Accepted full responsibility for all University of Massachusetts immigrational matters including filing of 6th preference petitions for permanent residence and H-visa petitions.
e) Functioned as active member of Foreign Student Committee of the Faculty Senate.
   i. Attended all seven meetings.
   ii. Coordinated foreign student reception held on October 16, 1967.
   iii. Arranged for National Association for Foreign Student Affairs Field Consultation visit by Professor Robert Saitz, Director of English for Foreign Students and Assistant Professor of English at Boston University, in connection with the English course for foreign students which is to be reactivated at the University of Massachusetts in September, 1968. (Mr. Saitz' report is attached)
f) Prepared and distributed to interested University and community personnel approximately 400 copies of annual foreign student directory.
g) Cooperated fully in referring students to appropriate other sources of aid such as Mental Health Department, Placement and Financial Aid, etc.
h) Made the following trips in connection with professional duties:
   i. November 30 - December 1, 1967: Attended convention of National Association for Foreign Student Affairs Region XI in Salem, Massachusetts. Reimbursed: $45.10

ii. February 21, 1968: Attended initial planning session as Massachusetts state representative of the 1969 annual conference of National Association for Foreign Student Affairs in Cambridge, Massachusetts.
Reimbursed: $15.20

iii. June 17 and 18, 1968: Expect to travel to Boston, Massachusetts to meet with Mr. William J. McConarty and other Immigration and Naturalization Service officials for purposes of reviewing current processes and procedures. Also expect to visit Department of Labor and Internal Revenue officials for the same purpose.
Expected Reimbursement: $39.70
Total Expected Reimbursement: $100.00

(Note: Was unable to attend 20th Annual National Convention of the National Association for Foreign Student Affairs held at San Francisco, California in April, 1968, due to lack of funds.)

i) Submitted resignation as Massachusetts state representative to the executive committee of the National Association for Foreign Student Affairs Region XI, due to the pressures of administrative duties at the University of Massachusetts.

j) Advised American students, members of faculty, surrounding colleges, high school and elementary school teachers and civic groups regarding immigration procedures, travel abroad, sources of scholarships, social contacts, foreign students available to address groups, housing, etc.

k) Coordinated and accompanied foreign students on Annual Commonwealth of Massachusetts International Student Day Trip to Boston on October 31, 1967 (cost of bus was provided by Graduate School).

l) Coordinated with Amherst Jay Cees in organizing:
i. "Operation Housekeep" - annual furniture sale for foreign students on September 9, 1967.
ii. Trip to Sturbridge Village on May 11, 1968.

m) Attended weekly meetings of International Club.

n) Arranged for establishment by interested community church groups of "Enyong Fund" to aid foreign student family from eastern Nigeria (Biafra) faced with extreme emergency situation. See attached sheet.

o) Attended countless weddings, national festival celebrations, foreign movies and other international functions as friend and adviser to foreign students.

p) Addressed group of community leaders on June 9, 1968 at the Newman Center in connection with the need for increased involvement of and cooperation between both the community and the University in meeting the needs of foreign students and other international personnel in this area, as well as developing our own awareness and appreciation of cultures other than our own. Stressing the tie-up between the recent tragic assassinations of both Martin Luther King, Jr. and Robert Kennedy and the part the United States is playing in world affairs to-day, this summary was made:

> "We need to be aware of the subtleties of our international involvement. In a tense and shrinking world situation, we are all international."

Summary of Major Improvements in Foreign Student Affairs, 1967-68.

1. "Burn" report submitted to President Lederle containing study of existing conditions with recommendations for changes.
2. International Tuition Scholarship increase from 15 to 20 voted by University of Massachusetts trustees on May 31, 1968.
3. Undergraduate admissions applications include, as of September, 1967, items recommended in previous Foreign Student Adviser's annual reports:
   "Country of birth...? Country of Citizenship...? Type of U.S. Visa if Any...?"
4. English language course for foreign students to be reinstituted as of September, 1968.
5. Additional support for Office of Foreign Student Adviser:
   a) Acquisition of good used electric typewriter and reconditioning of present good manual typewriter.
   b) Secretarial position (as differentiated from hourly wage pay) assigned to the office.
   c) Administrative (financial) support promised for contact person to work with Town Committee.
6. Active Town Committee established to coordinate community needs and resources in cooperation with the Office of Foreign Student Adviser.

NEEDS AND RECOMMENDATIONS:

It is most gratifying to be able to report that as mentioned in previous Foreign Student Adviser's annual reports many of the needs relating to effective administration of the international exchange programs at the University of Massachusetts are now being met. In order to continue the services now available and to increase effectiveness the following should be given as high priority as possible consistent with total University growth needs:

a) Establishment of International Center
b) Hiring sufficient staff, both administrative and secretarial to carry out the multiplicity of duties involved.
c) Acquisition of good copying equipment.
d) Establishment of separate budget under Student Affairs for Foreign Student Adviser's Office.
e) Additional travel budget to enable greater attendance of Foreign Student Adviser at conferences, etc.
f) Hiring full-time trained foreign credentials evaluator.

ACKNOWLEDGEMENTS:

Throughout a year of great stress, turnois and chaos, both nationally and here at the University a number of very positive signs have emerged. In spite of the necessary high priority that such things as financial cutbacks and student unrest have commanded, the attention paid to the needs of our foreign student programs has been very rewarding. Many members of the University administration, particularly Director of Housing Welles, Associate Dean of Students Noffsinger, Provost Tippo,

and President Lederle should be credited with showing great skill and insight in their resolution of the types of crises confronting them. I feel deeply moved to express my own personal gratitude to them and to many others for their support in our continuing efforts to develop a truly international community at the University of Massachusetts.

Respectfully submitted,

Evelyn H. Russell

(Mrs.) Evelyn H. Russell
Foreign Student Adviser

UNIVERSITY OF MASSACHUSETTS
AMHERST, MASSACHUSETTS

Foreign Student Enrollment during the first semester of 1967-'68

Country	Graduate Students	Undergraduate Students	Stockbridge Students	Total
Argentina	1			1
Australia	2	1		3
Austria	1			1
Brazil	1			1
Canada	15	1	2	18
Ceylon	3			3
Chile	2			2
China	120	1		121
Colombia	1			1
Costa Rica		1		1
Cuba	4	4		8
Denmark	1			1
Dominica	1			1
Egypt (U.A.R.)	2			2
England	4	3		7
Equador	1	1		2
Ethiopia	1			1
Finland		1		1
France	5	1		6
Germany	6	1		7
Greece	3	3		6
Guyana			1	1
Hong Kong	5	4		9
India	40	1		41
Indonesia	1			1
Iran	3	2		5
Iraq	2			2
Ireland	1			1
Israel	5	1		6
Italy		1		1
Jamaica	2			2
Japan	11			11
Jordan	4			4
Kenya	3			3
Korea	18			18
Lebanon	4			4
Liberia	1			1
Malawi	1	9		10
Malaysia	3			3
Mexico	1			1
Monserrat	1			1
Netherlands	3			3
Nigeria	6	1		7
Norway	1			1
Pakistan	6			6
Panama		1		1
Philippines	9			9
Poland	2			2
Portugal	1			1
Ryukyu Islands	1			1

Country	Graduate Students	Undergraduate Students	Stockbridge Students	Total
Saudi Arabia	2			2
Singapore		1		1
Somalia	1			1
South Africa	1	1		2
Spain	1			1
Switzerland	2			2
Thailand	1			1
Trinidad	2			2
Turkey	3			3
Uganda	3	1		4
Uruguay	1			1
Viet Nam	2	1		3
Wales	1			1
West Camerron		1		1
Stateless or country unknown	4			4
64 countries	333	43	3	379

Added Foreign Student Enrollment during the second semester of 1967-68

Country	Graduate Students	Undergraduate Students	Stockbridge Students	Total
Australia	1			1
Austria	1			1
Canada			1	1
China	12			12
Colombia		1		1
India	7			7
Iran	2			2
Japan	1			1
Korea	2			2
Nigeria	1	1		2
Pakistan	2			2
Poland	1			1
Syria		1		1
Uganda	1			1
new country	31	3	1	35
65 countries in all	364	46	4	414

UNIVERSITY OF MASSACHUSETTS
AMHERST, MASSACHUSETTS

FOREIGN STUDENT GROWTH

Year	Graduate Students	Undergraduate Students	Stockbridge Students	Total	No. of Countries
1960-61	46	10	-	56	24
1961-62	63	10	-	73	27
1962-63	92	18	2	112	38
1963-64	132	17	5	154	42
1964-65	219	22	7	248	45
1965-66	250	33	9	292	53
1966-67	268	42	4	314	58
1967-68	364	46	4	414	65

Financial Assistance to Foreign Students
1967-1968

Undergraduate Loan Fund (Student Senate)

Authorized	24	loans	totaling	$1530	-	all repaid
Authorized	2	loans	totaling	100	-	outstanding but not over due

Graduate and Foreign Student Loan Fund

Authorized	19	loans	totaling	1805	-	all repaid
Authorized	1	loan	totaling	100	-	outstanding but not over due

Foreign Student Relief Fund (Emergency Loan Fund)

Authorized	13	loans	totaling	485	-	all repaid
Authorized	1	loan	totaling	160	-	outstanding and over due, but has been extended
Awarded	1	grant	totaling	60	-	no payment necessary
	61			$4240		

Deferred Payments of Fees

Authorized	21	deferred payments	first semester	- all repaid
Authorized	14	deferred payments	second semester	- all repaid
Authorized	2	deferred payments	summer school	- outstanding but not over due

University of Massachusetts
Office of Student Affairs

FROM: Alice G. Sargent June 10, 1968

TO: Mark G. Noffsinger

SUBJECT: Annual Report, 1967-68

In September 1967, the position of Director of Staff Training was created in the Office of Student Affairs. The thought at that time was to expand the position beyond that of Director to include a staff of four counselor trainers, to be located in each of the Residential areas. For this year however, the Office of Staff Training consisted only of the Director. In order to find adequate staff to operate a Training Program, various services within Student Personnel were asked to donate time for their Staff to participate in the Training Program. To that end, twenty-six volunteers from Mental Health, Counseling Center and Student Affairs were enlisted.

In order to provide continuity in the Training Program, the nineteen trainers and seven co-trainers met together for an hour and a half each week to engage in an on-going training experience themselves. The goals of the training staff were:

a.) to increase each other's learning and skills in working with groups. (Many of the people involved as trainers had had a great deal of experience in one-to-one counseling situations, but had not had as great an opportunity to understand the dynamics of groups.)

b.) to increase communication between and among the various staffs involved in the training program.

c.) to operate a Training Program while training the trainers.

Without the assistance of the Staff of the various Student Personnel Services the Training Program would not have been possible. However, the trainers did not have adequate background in group work to operate such a program. It would have been much easier to have spent the first two years of the Training Program training the trainers, and then two years from now to begin the Counselor Training Program. Nonetheless, the learnings from this year's effort will be valuable to us in implementing future programs.

Structure for the Training Program

The 450 members of the Residence Hall Staff were divided into thirty-one groups. These groups met one hour each week for the duration of the first semester (12 sessions). Each group contained eleven Counselors,

one to two Graduate Assistants, one to two Heads of Residence, and one Training Consultant. The Heads of Residence were invited to participate in these sessions because the informal structure of the training group seemed to provide an excellent opportunity to stimulate increased two-way communication between the Counselors and the Heads of Residence.

In addition to the thirty-one groups of Counselors and Heads of Residence, the Director of Training met with the forty-eight Heads of Residence in five separate groups. These were three groups of Southwest Heads of Residence; one group of Orchard-Quad Heads of Residence; and one Central Area group of Heads of Residence. The Area Coordinator and Assistant Area Coordinator were always present at these sessions. The purpose of these sessions was to help further the receptivity to changes in attitude that might occur as a result of the Counselor Training Program. The degree of growth in communication skills differed greatly depending upon the Heads of Residence group.

Underlying Principles of the Training Program

The conviction of the Staff was that rather than set up a structured curriculum for the counselors, the material dealt with in the Training Program ought to be reflecting the immediate concerns confronting the counselors. Therefore, the counselors were encouraged themselves to take the initiative in bringing up the specific problems relevant to them that week.

The role of the Staff person in the training group was that of the consultant. At times, the Staff person might serve as an expert on psychological problems or on University administrative policy. At other times, he might serve as the facilitator to assist the counselors to discuss their problems with each other. At all times, the consultant served to help the group confront the group processes and climate in which they were working. In this respect, the learning in the Training Program was actually derived in part from the counselor's opportunity to experience in a democratic group the processes and interaction occurring in that group from one moment to the next.

The training sessions provided an opportunity for counselors and Heads of Residence to discuss:

1.) real life situations and attitudes about these situations as they occurred in the residence hall;

2.) their roles as counselors in depth beyond the statements within the job description; in these group sessions the counselors could deal with some of their anxieties, ambiguities, and conflicts about the expectations of the position;

3.) to become more sensitive to some of the communications problems they encountered in the residence hall;

4.) to handle problems on their corridor on a group level. At present, many Counselors and Heads of Residence are not as comfortable functioning in groups as they are with individual students, and so they forego many opportunities to treat corridor sections as a group. Counselors could deal with such problems as excessive

noise, damage, stealing, and the presence of a non-academic climate in the house, as group problems on the corridor, and hence mobilize the concern of the entire section for these problems.

The common themes raised in many of the counselor groups were:

1.) how to handle specific students who have problems and how to make referrals to University Services;

2.) how to handle noise on a corridor;

3.) what to do about drinking in the residence hall;

4.) how to handle a mass student disturbance as occasioned perhaps by a Red Sox victory;

5.) how to establish open relationships between counselors and Heads of Residence;

6.) use of marajuana by students and what needs it fulfills for those who smoke it;

7.) signs in the windows of residence halls;

8.) the question of involvement with one another as raised by the suicide in the Southwest;

9.) how to work with a counselor who seems less concerned about his/her job;

10.) how to relate successfully with house government; and,

11.) "how can I evaluate my effectiveness as a counselor".

Evaluation of the Program

The following results are noted from the Training Program:

1.) Counselors are beginning to discuss their problems in coeducational groups, a phenomenon which has very rarely occurred before. Men and women counselors also are taking note of the differences in their attitude towards the role of the counselor. To generalize: the women note that they seem to become much more involved with the students on their corridor than the men. The men share more of the attitude that, "if the student needs me, he will seek me out". Men and women counselors also note a disparity in the attitudes towards University regulations, with the women tending to feel more responsible for the enforcement of these regulations. The men counselors tend to facilitate student government much more effectively than do the women.

2.) Counselors have developed greater skills in communicating and are making more referrals.

3.) Counselors learned that there were other people interested in them and that other people care enough to devote time to helping them do a better job. (Evaluation of the Training Program indicated this.)

Efforts were made at an organized evaluation as to what changes in attitude, if any, occurred as a result of the Training Program. All the members of the training groups were given an attitude survey composed of the Runner Attitude Survey and the F-Scale on authority in September and a re-test in February. Because of the great variability in trainers, the results of these attitude surveys are not at all conclusive. There may be some slight decrease in the F-Scale Score, but not to any degree of statistical significance.

Program for 1968-69

The twenty-six trainers will be divided in two groups of thirteen each. Half of the trainers will operate training groups; participate in an on-going training experience; and be responsible for two groups. The other half of the trainers will serve as co-trainers working with other trainers, and will participate in their own on-going training experience. In the Orchard and the Southwest Area, the groups will consist of brother-sister house counselors (family groups), and the Central-Northeast Area will have mixed groups (stronger groups). The Heads of Residence will have their own separate training program, but, in addition, may participate in the counselor groups.

AGS/m

RATIONALE FOR STAFF TRAINING PROGRAM

The purpose of the Training Groups is to enable counselors to learn more about interpersonal behavior; including their own, through first-hand experience in a laboratory setting. Laboratory training is a device which slows down for analysis, processes which are customarily taken for granted. Laboratory training is characterized by a spirit of inquiry, attempts to question "received" notions and to "unfreeze" role expectations. All experienced, behavior is a subject for questioning and analysis, limited only by the participant's openness. There is a high valuation placed on feelings and the degree to which participants can communicate feelings and in turn evoke valid feelings from other members is an important criterion of group growth.

In the training group, counselors will be encouraged to increase their knowledge of themselves insofar as they wish. At the same time counselors will have the opportunity to observe and discuss the interpersonal relations that naturally develop in a group, and to understand the conditions which facilitate or inhibit effective group functioning. In this sense the group as a whole is self-analytic with regard to its own processes.

Problems for discussion and analysis will be drawn from topics and agendas presented by members, and by events in the group, both retrospective, and in the immediate present. The aim of a group member should be to cooperate with others to develop group norms, leadership, working procedures, and appropriate emotional atmospheres for effective analysis. To this end shared leadership, focusing on manipulative behavior, giving feedback and cohesiveness are valuable means. Each individual is expected to participate in the discussion and to contribute in his own way in the development of the group. Because the immediate interaction between members of the group is the basic object of study, attendance and participation in the group are very important.

The focus of the group will be on the participant's learning about developing choice in his behavioral responses rather than on the participant's necessarily changing his behavior. Change is the participant's privilege. The trainer's goal is to help the participant think about how he chooses to behave. A member may learn the consequences of over or under-participation, of fragmenting the group into sub-groups, of controlling the group, of non-verbal behavior, of talking outside the group rather than in the group, and of projecting hostility rather than taking responsibility for his own behavior.

ROLE OF TRAINERS

The aims and methods of the group require an unusual role on the part of trainers. Once the general arrangements are explained it is necessary that the members take the major responsibility for their own learning. Trainers do not lecture; They share in the group process but, basically, the group as a whole works out its own pattern of participation. Learning in the training group is a joint, collaborative venture between the trainer and participants. The trainer will participate at times to draw attention to something, to comment on some aspect of behavior, to suggest general approaches, or the like. The intention of the trainer is to allow the members of the group to experiment widely with their own approaches.

So far as appropriate, issues or concerns that arise out of interaction in the group should be made known in the group, for reasons of their educational value. This includes the relations of group members to each other outside the group insofar as they are relevant to understanding the group. Outside interaction should not be substituted for interaction within the group.

Series 0055

Office of Student Affairs
University of Massachusetts

SUMMER READING LIST FOR RESIDENCE HALL STAFF

BOOKS FOR RACE AWARENESS

1. Black Bourgoisie, E. Franklin Frazier (New York: Glencoe Illinois Free Press, 1957)
2. Black Like Me, John Griffin (Boston: Houghton Mifflin, 1961)
3. Black Power, Stokely Carmichael & Charles Hamilton (New York: Vintage, 1967)
4. Crisis in Black & White, Charles Silberman (New York: Random House, 1964)
5. Dark Ghetto, Kenneth Clark (New York: Harper, 1965)
6. Freedom Poems, Yusef Iman (Newark: Jihad Productions, 1967)
7. Killers of the Dream, Lilliam Smith (New York: Norton, 1949)
8. Malcom X's Autobiography, Malcom X (New York: Dell, 1967)
9. Manchild in the Promised Land, Claude Brown (New York: Macmillan, 1965)
10. Panther and the Lash, Langston Hughes (New York: Knopf, 1967)
11. The Dutchman, LeRoi Jones (New York: Morrow, 1964)
12. Two Solitudes, Hugh MacLennan (New York: Duell, Sloane & Pearce, 1945)

BOOKS FOR EDUCATIONAL AWARENESS

1. Death at an Early Age, Jonathan Kozol (Boston: Houghton Mifflin, 1967)
2. Growing Up Absurd, Paul Goodman (New York: Random House, 1960)
3. Summerhill, A. J. Neill (New York: Hart Publishing, 1965)
4. The Naked Ape, Desmond Morris (New York: McGrath-Hill 1968)

BOOKS FOR SELF-AWARENESS

1. Between Parent and Child, Haim Ginott (New York: MacMillan, 1967)
2. Childhood and Society, Erik Erikson (New York: Norton, 1963)
3. Dibs: In Search of Self, Virginia Axline (Boston: Houston Mifflin)

4. I Never Promised You a Rose Garden, Hanna Greene (New York: Holt, Rinehart & Winston, 1964)

5. On Becoming a Person, Carl Rogers (Boston: Houghton Mifflin, 1964)

6. One Flew Over the Cuckoo Nest, Ken Kesey (New York: Viking, 1962)

7. Sex and the College Student, Group for the Advancement of Psychiatry (New York: Atheneum, 1966)

8. Small Groups, Hare, Borgatta & Bales, R. F. (eds) (New York: Knopf, 1955)

9. The Clock-Work Orange, Anthony Burgess (New York: Norton, 1962)

10. The Presentation of Self in Everyday Life, Erving Goffman (New York: Doubleday Anchor, 1957)

11. The Uncommitted, Kenneth Keniston (New York: Harcourt, Brace & World, 1965)

12. Toward a Psychology of Being, Abraham H. Maslow (Princeton: Van Nostrand, 1962)

Director of Staff Training
AS/m 5/10/68

ANNUAL REPORT

MANAGER, CAMPUS CENTER-STUDENT UNION

UNIVERSITY OF MASSACHUSETTS

1968

PREFACE

This report of the Manager-Campus Center covers the material found in past reports of the Coordinator of Student Activities under the headings Student Union and Conferences. It does not contain the report of the Coordinator of Student Activities. It merely summarizes the years activities of all departments reporting directly to the Manager-Campus Center.

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ANNUAL REPORT

MANAGER-CAMPUS CENTER

The year of change has arrived at the Student Union-Campus Center of the University of Massachusetts. The management of Student Activities and of the Student Union-Campus Center were split into two areas with the arrival of Warren T. Grinnan in early November. Mr. Gerald Scanlon, Coordinator of Student Activities, became completely responsible for the operations of the Student Activities areas and programs both within the Union and the whole University. Mr. Grinnan's responsibilities included all areas of the Student Union other than the Activities areas plus coordination and planning of the new Campus Center Complex with its 900 car garage, hotel rooms, several restaurants, vastly expanded bookstore, lounges, conference rooms and Student Activities areas.

The main task as this complex started taking shape in actual construction was the planning and appraisal of the various new areas for furnishings and physical layout. The hardest part being the integration of the existing Student Union Building and how it will fit into the complex as an integral part of it and not become the annex so to speak. This whole process began about January of this year and will continue until the completion of the Campus Center and necessary renovations to the present Union are complete and the physical complex operates as one unit.

In the present day to day operation of the Student Union, one can see the need for the new facility ever closing in. The day to day pressures put on the facility are tremendous with the University enrollment at an all time high of 14,851 plus faculty and staff. This, coupled with the construction barriers and dust plus lack of nearby parking, have shifted both business and wear on the building which are both expanded on later in this report.

The Student Union Governing Board, faced with many of the day to day problems of the Student Union, has become more aware of the overall management of the Campus Center Complex and reacted favorably to many changes including temporary conversion of the Governor's Lounge into office space, instituting a charge for cashing checks, setting up a coordinating committee to work with Mr. Grinnan on Campus Center furnishings in many of the new areas, revising part of its Constitution, expanding services of ticket selling. University Treasurer, Kenneth Johnson, also appeared before the Board and spent much time detailing

the amortization of the Campus Center which gave all concerned more insight into the project.

Personnel changes on the professional level within the year included:

Mark G. Noffsinger from Coordinator of Student Activities and Director of the Student Union to Associate Dean of Students

Gerald Scanlon became Coordinator of Student Activities

Warren T. Grinnan became Manager-Campus Center

Bernard F. Wilkes, Jr. appointed Staff Assistant, Book Department, University Store

William J. Hogan, Jr. appointed Staff Associate--- coordinating business changes for the Campus Center

REVIEW BY DEPARTMENTS

GENERAL MANAGEMENT

The renovations were completed in the Food Service Department and it was open for business when the students arrived back in the fall. Within two days we had to close down the new section because of an order from the Maintenance Department. The order read that due to the number of books on the floor above, the new area of the Food Service was to be closed. The area remained closed until two-thirds of the books were sold---about ten days.

This year there has been a problem with the destruction of property and the stealing of equipment from the Student Union---little of the equipment has been recovered. Fourteen outside doors have been broken. Twenty-two boxes of Lost and Found have been sent over to the Belchertown School.

Due to construction around the Student Union Building, the tremendous volume of traffic has brought into the building great quantities of dirt which has meant that more labor and cleaning material has been needed than usual. In spite of the increased traffic, the Maintenance Department of the Student Union has done a wonderful job in keeping the Student Union in good order.

This past year the Student Union and the staff have done everything possible to take care of the University community in trying to supply all the services needed in a building that has proved itself too small.

Business-wise, the Student Union experienced its first year of operating without any student fees from fall and spring semester enrollments. It was not an easy adjustment, nor was it easy to meet projected income goals. There were several reasons for this, not the least of which was parking restrictions. The flow of normal building traffic was disrupted at all hours, but particularly on nights and weekends.

Since three-quarters of our cost of operation is payroll and since services require a large part of our labor, it has been difficult to operate within budget limitations. The practice of providing personnel for other agencies on campus will be discontinued this June 30, 1968.

The change in top management and the change in emphasis from Student Union-Student Activities to Campus Center has resulted in a positive look at the future. The goals for 1968 have been reached by a real effort and cooperation of all areas of the Student Union. Continued effort and cooperation is needed next year to get the Campus Center into operation.

BUILDING

The Student Union Building Department is comprised of the Lobby Area operations, Building Maintenance, Building Supervision, Audio-Visual Services and the Games Area. During the past year, the Games Area and the general Building Maintenance were assigned to the department in addition to the Lobby Area and Building Supervision. Mr. Harold Watts, Assistant Director of the Student Union, is the immediate supervisor and has the ultimate building responsibility.

Lobby Area: The principle operations of the Lobby Area are the sales of non-essential items, such as tobacco, candy, newspapers, and the essential Bus tickets. Please note comparative sales records for the past two years attached to this report on page 10.

The services rendered in this area again include a Lost and Found program, maintained by the University Service Fraternity, Alpha Phi Omega; a Checking Facility for valuables; a Checkout System for Musical records; Assisting the Arcon Guide Service; Assisting the University Ticket Office and most important, the service and provisions for information to the thousands of Student Union patrons.

An evaluation of the Lobby Area facilities and services has established a reorganization of the University Ticket Office, the Building Calendar Office and the Bus Ticket Office. There is the unanswered question concerning the distribution of the Program Office Record Library, which is a depleted state.

Maintenance: The total planned and budgeted compliment of personnel for the maintenance staff was completed early in the fiscal year. The night working foreman and the day working foreman have been very conscientious in their work requirements and have made the coordination of cleaning and set-ups a workable program. Mr. Warren Grinnan requested

a record keeping system of work completed and check off system was initiated by Mr. Watts and Mr. Davies.

Supervision: Supervision coverage of the Student Union Building is provided by Student Supervisors and Mr. Davies while the Building is open to the public. Stabilization and consistancy to provide semi-professional personnel for supervision are now being considered to approach the tasks ahead with the new Campus Center. This will be accomplished with Graduate Assistantships and/or concentrated training programs for field workers who will be considered full time employees and provide us with analytical studies for self-improvement and growth.

Games Area: Since the rearrangement of the Games Area facilities, the area consists of eight pool tables and one billiard table. See sheet for income figures.

Audio-Visual Aids: Operating the Audio-Visual services with a part time student has been reasonably successful through the talented efforts of one Paul Boliver. However, as the service demands increase, the coordination of training personnel, equipment repair and meeting commitments becomes increasingly difficult. Hiring a full time and competent Audio-Visual Specialist becomes more and more a necessity and not an object of economy.

Inter-department Coordination: A major portion of this department's time and efforts are spent coordinating R.S.O. and Program Office requests, Food Service requests, Conference Office requests, and Bookstore requests. We continually improve our communications for these requests through the Calendar Office and the groups or individuals concerned. This system requires periodic re-evaluation and all departments cooperating in this respect.

UNIVERSITY STORE

Retail business increased approximately 16% during the fiscal year. Sales in the University Store were nearly $1,750,000.00. Book sales exceeded a million dollars for the first time.

Book rushes were again handled without any critical problems. Coordination between the Store, Food Service and Program for the use of the Ballroom was maintained. However, because of increased use of the Ballroom by the Store for book receiving and sales moving in and out each day was a great problem for Store personnel.

The additional retail sales area in the store itself created by acquisition of the old Billiard Room eased pressure considerably there. Eight cash registers were used during peak periods which reduced the check-out lines.

In April the Store Warehouse was moved from the Old Infirmary to the new Central Store Building. This facilitates handling of merchandise in that the area is all on one floor and is closer to the University Store.

The Book Department was without a manager from April 1, 1967 until January 28, 1968 when Bernard Wilkes was hired.

BOSTON BRANCH STORE

This operation continued to be a problem. Frank Benoit, the Manager, resigned in September, 1967. This necessitated a special inventory which was taken as books were being received for fall rush. A time consuming analysis of this inventory was necessary as books were inventoried which hadn't been received and vice versa. John Peterson, who had been Book Department Manager at the Connecticut College for Women Bookstore, was hired as Manager in October. He was developing well when for personal reasons he resigned in February, 1968. Applicants for the position of Manager are being interviewed.

The Store was moved during the last week in October from the Gas Company Building to the Sawyer Building. This hurt impulse sales as there was less student traffic in the Sawyer Building.

FOOD SERVICE

Evening Hatch sales have decreased; for example, April 1968 evening sales are $3,399.88 less than April 1967. It seems the decentralized campus, with more food service

and programming available, are affecting the evening sales. with more special foods, bands, etc., it is planned to increase activity here.

Catering sales are $1,931.19 less than 1966-67 as of April 30, 1968. Predicted decrease as of June 30, 1968 is $3,500.00. Apparent reason: parking problems plus opening of Whitmore Snack Bar, and others on campus.

The newly carpeted Hatch area (former bowling alley space), along with the convenient speed line No. 3 was opened September 1967. This added area certainly being utilized---especially during the day.

The new ice cream bar opened on March 19, 1968 with a hearty patronage. The employee training sessions were most valuable. Coupon specials, etc., added to the interest.

A new delicious homemade chocolate chip cookie was made by the baker for this line.

Hatch specials on Sunday in April and May consisted of steak @ $1.49, chicken in the basket @ $1.19 and fresh strawberry shortcake. Increased Sunday business resulted.

The new self-service beverage lines in the Hatch are most efficient and have helped the labor cost.

New coffee urns were installed in the catering kitchen on October 17, 1967---the original ones having worn out.

On Sunday, December 17, 1967, the annual pre-holiday turkey dinner was served to 323 Hatch customers---plus 133 other dinners. The holiday decorations in the Hatch added to the holiday spirit.

Annumber of the management team attended the New York Hotel Show in November, 1967, and the Boston Restaurant Show in May, 1968, A visit to the Boston and Northeastern University food service operations added to the interest of the Boston trip.

The Massachusetts State Food Seminar held on campus on January 17-19, 1968 was also attended by members of our staff.

Many hours were spent with student groups to make their special activities successful---namely; a few: Winter

Carnival Store, Your Father's Mustache Night Club, class and departmental picnics galore, H.E.R. Weekend deli in Ballroom, etc.

CONFERENCE DEPARTMENT

The Conference Department has continued to operate on the same basis as in the past. The problems connected with conferences chaired by off-campus persons are as always at a minimum. Many times, however, the Conference Department becomes involved with on-campus chaired conferences after certain commitments are made that become hard to live with.

Obviously with the coming of the Campus Center, the Conference Program must be strengthened. To this end, Mr. Durgin, Mr. Grinnan and Mr. Hogan have met and throughout the coming year many changes will take place in regard to conference policy and accounting procedures.

STUDENT UNION STATISTICAL RECORD

FACILITY USAGE

1967-1968

	NUMBER OF MEETINGS	NUMBER	ATTENDANCE
Union Program and Staff Meetings		147	2,583
Union Program Activities		115	73,340
Student Meetings---Non-Union		2,086	57,592
Student Activities---Non-Union		305	89,774
Conferences	347	105	347
Official University Meetings and Functions		496	90,063
Use of Space in Lobby		632	

FOOD SERVICE STATISTICS

1967-68 estimated overall transaction count = 1,776,960

1966-67 estimated overall transaction count = 1,692,010

+ 84,950

1967-68 overall gross sales prediction = +2% above 1966-67

1967-68 overall gross sales prediction = $656,000.00 +

Overall Hatch counter sales have increased by $24,380.14 above 1966-67 as of April 30, 1968.

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LOBBY STATISTICS

Lobby Sales:	July 1966 - June 1967	$128,903.96
	June 1967 - May 1968	$133,717.30 +
Bus Tickets:	July 1966 - June 1967	$ 80,677.06
	July 1967 - May 1968	$ 95,546.52 +
Games:	July 1967 - May 1968	$ 12,663.91 +

CONFERENCES ATTENDED

Warren T. Grinnan - Association of College Unions-Region I Meeting at Bowdoin College, Brunswick, Maine in December 1967; Association of College Unions-International Annual Conference, at Chicago, Illinois in April 1968.

Harold C. Durgin - Annual Adult Education of the United States, Philadelphia, Pennsylvania, November 15-18, 1967 (Elected as delegate to the General Assembly for a three-year term.)

Russell W. Colvin - National Hotel and Frozen Food Exposition, New York City, New York, November 1967.

Anthony J. Leslie - National Hotel and Frozen Food Exposition, New York City, New York, November 1967.

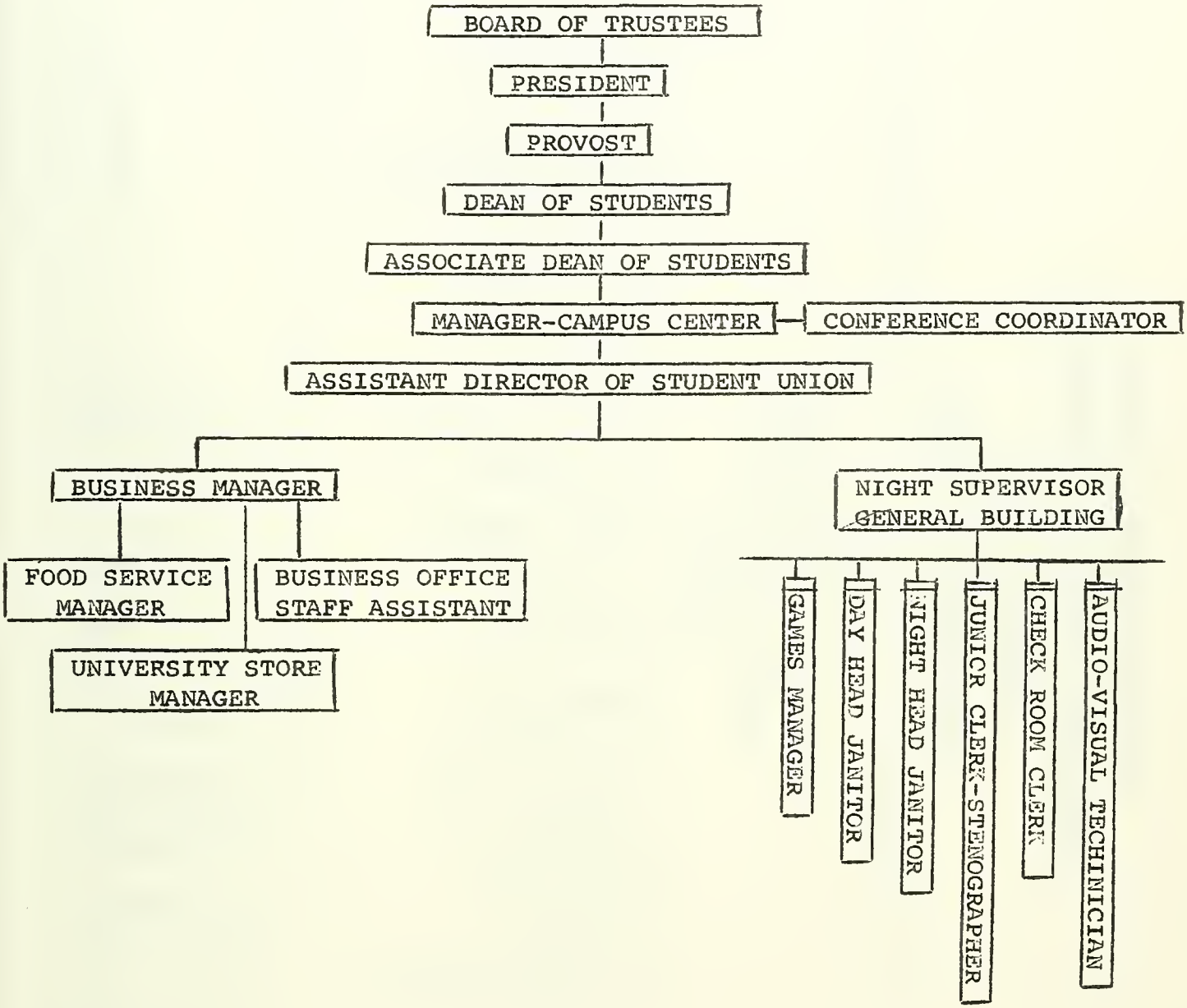
Winthrop L. Cummings - Fall meeting of the College Stores of New England and the N.A.C.S. Regional Meetings, Boston, Mass.; College Stores of New England spring meeting, University of Vermont; N.A.C.S. Annual Meeting, New York City, New York.

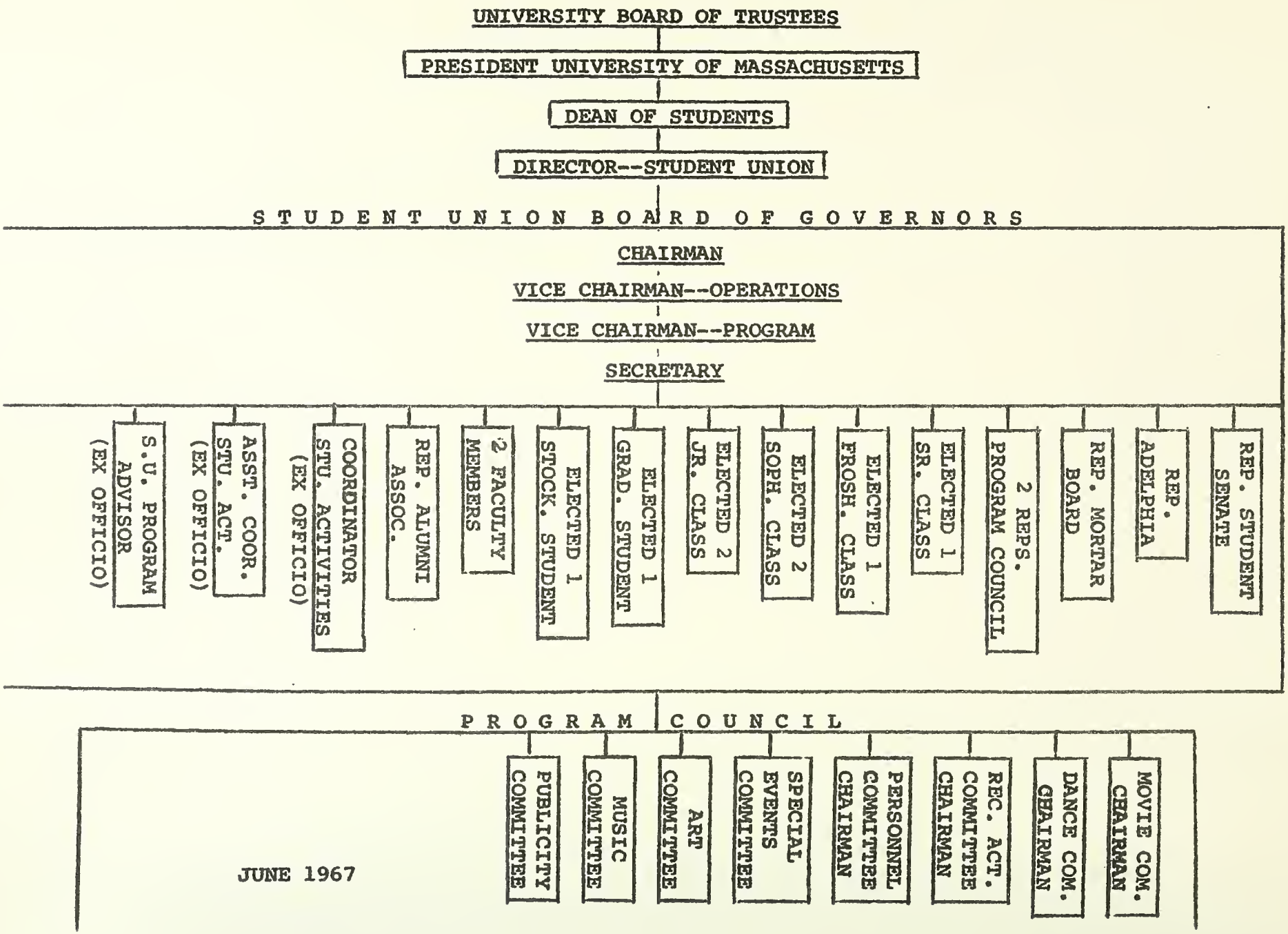
William L. Lasher - National Association of College Stores Seminar, Oberlin, Ohio; College Stores of New England spring meeting, University of Vermont; N.A.C.S. Annual Meeting, New York City, New York.

Bernard F. Wilkes, Jr. - New England College Stores Workshop, Chicopee, Massachusetts

Richard C. Davies - Association of College Unions-Region I, M.I.T., Boston, Massachusetts

ORGANIZATION CHART

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SECRETARY
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REP. MORTAR BOARD
2 REPS. PROGRAM COUNCIL
ELECTED 1 SR. CLASS
ELECTED 1 FROSH. CLASS
ELECTED 2 SOPH. CLASS
ELECTED 2 JR. CLASS
ELECTED 1 GRAD. STUDENT
ELECTED 1 STOCK. STUDENT
2 FACULTY MEMBERS
REP. ALUMNI ASSOC.
COORDINATOR STU. ACTIVITIES (EX OFFICIO)
ASST. COOR. STU. ACT. (EX OFFICIO)
S.U. PROGRAM ADVISOR (EX OFFICIO)
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REC. ACT. COMMITTEE CHAIRMAN
PERSONNEL COMMITTEE CHAIRMAN
SPECIAL EVENTS COMMITTEE
ART COMMITTEE
MUSIC COMMITTEE
PUBLICITY COMMITTEE

JUNE 1967

OCT 1969

BY